

Position Announcement

Faculty/Clinical Coordinator Physical Therapy Assistant Program

Posted: February 17, 2021

North Central State College is accepting resumes for a full-time Faculty/Clinical Coordinator in the Physical Therapy Assistant Program. This is a full-time, 9-month Faculty/12-month Clinical Coordinator position beginning Fall semester (8/16/21).

Essential duties/responsibilities include but are not limited to the following:

Faculty

- Maintains minimum of 15 credit/18 contact hours of classroom or laboratory instruction per term and reflects a 40-hour workweek.
- Meets with all classes as scheduled and provides the full component of instruction.
- Provides appropriate assistance and supervision to students in all classrooms or laboratories.
- Delivers instruction based on the learning objectives and course outcomes found in the official College syllabus.
- Develops and maintains appropriate course materials to be distributed to students.
- Maintains current knowledge and skills in the faculty member's discipline and in teaching strategies.
- Holds at least four (4) office hours per week for student consultation and advisement.
- Maintains accurate academic records for all students.
- Maintains accurate attendance records for all students.
- Reports attendance information, midterm deficiencies, and final term grade to the Student Records Office in the manner and by the dates specified.
- Operates within the organizational structure and policies of the College.
- Attends departmental, divisional, and professional development meetings and other College activities as required.
- Attends graduation ceremonies and assists as requested.
- Assists the divisional Dean, Assistant Dean, and/or program coordinator in maintaining an inventory of appropriate educational supplies and equipment.
- Maintains proper housekeeping and safety rules in laboratories and classrooms.
- Maintains security of College property.
- Serves on College committees.
- Performs community service including serving on and working with community organizations, area agencies, and /or advisory committees.
- Maintains proper housekeeping, safety, and security in laboratory and classroom.
- Assists in maintaining appropriate educational supplies and equipment in laboratory and classroom.
- Maintains professional relationships with students, peers, and staff to promote competence, education, and training related to program.

Clinical Coordinator

- As an academic clinical coordinator, works with the program director to ensure that clinical or fieldwork or practicum experiences are implemented and evaluated for effectiveness according to the program's accreditation standards. The academic clinical coordinator is responsible for NCSC's program compliance with clinical, fieldwork and or practicum requirements as outlined within program accreditation standards.
- Provides effective instruction (as defined in the College's official document for administrative evaluation of faculty) in all classes, laboratories, and other educational settings (clinical, fieldwork or practicum's).
- Meets with classes regularly and punctually, teaches/instructs for scheduled amount of time, and provides the full component of instruction.
- Provides adequate supervision and individualized assistance for students in all classroom and laboratory situations.
- Posts and holds at least four (4) office hours per week for student consultation and advisement.
- Meets College obligations five (5) days per week (excluding scheduled holidays). Maintains minimum of 15 credit/18 contact hours per quarter. (Academic Clinical Coordinator load requirements are adjusted based on number of students and site visits required.)
- Operates within the organizational structure and policies of the College.
- Provides assistance to the course coordinator, program director, Assistant Dean and Dean to keep curricula, master syllabi, and textbooks current and relevant.
- Delivers class instruction based on the learning objectives and competencies found in the official College syllabus.
- Develops and maintains a course outline to be distributed to students during one of the first few class sessions.
- Maintains accurate academic records for all students.
- Reports attendance information, midterm deficiencies, and final quarter grades to the Student Records Office on the forms provided by the dates specified.
- Maintains accurate attendance records for all students.
- Assists the divisional Dean, Assistant Dean and/or program director in maintaining an inventory of appropriate educational supplies and equipment.
- Maintains proper housekeeping and safety rules in laboratories (if relevant) and classrooms.
- Maintains security of College property.
- Attends departmental, divisional, and in-service meetings, and other College activities.
- Maintains current knowledge and skills in the faculty member's discipline and in teaching strategies.
- Attends graduation ceremonies and assists as requested.
- Performs other tasks as requested

Required Qualifications:

- Physical Therapist Assistant with Bachelor's Degree and willingness to complete Master's degree or Physical Therapist with Master's degree or DPT
- Current Ohio PTA or PT Licensure
- 3 years clinical practice experience
- 2 years' experience as a CCCE or CI in physical therapy or 2 years' experience teaching, curriculum development and administration in a PT or PTA program

Preferred Qualifications:

- Didactic and/or clinical teaching experience
- Experience in educational theory and methodology
- Currency in contemporary practice

Please express your interest in this position by submitting a letter of application and résumé to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE
Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 3/8/2021 and until filled.

North Central State College is an Equal Employment Opportunity institution. We value campus diversity and demonstrate this in campus initiatives. We particularly encourage members of historically under-represented groups to apply.