

**Named AMERICA’S BEST COMMUNITY COLLEGE by Washington Monthly**

**Office of HUMAN RESOURCES** 1560 Metropolitan Parkway, Atlanta, Georgia 30310 404/225-4670

**POSITION ANNOUNCEMENT**

|  |  |
| --- | --- |
| **POSITION:** | **Adjunct Instructor, Physical Therapy Assisting** |
| **Job Duties:** | Under the general supervision of the PTA Program Chair, The ACCE holds a faculty appointment. This individual demonstrates competence in clinical education, teaching, and curriculum development. In addition, the ACCE primary responsibilities are to plan, coordinate, facilitate, administer, and monitor clinical activities on behalf of the academic program and in coordination with academic and clinical faculty. Assists in managing the budget, including purchases of equipment and supplies. Prepares and delivers quality curriculum with daily instruction of students. Under general supervision, demonstrates the use of appropriate teaching techniques. Demonstrates the use of appropriate testing and grading procedures, including proper maintenance of grade books and any other appropriate record-keeping requirements. Demonstrates the effective use of oral and written communication skills, and knowledge of current procedures in the Physical Therapy Assistant field. Follows approved curriculum standards and course syllabi. Monitors student use of supplies, materials, and equipment. Advises and counsels students, and maintains appropriate advisement records on each student. Maintains classrooms and laboratories in accordance with approved classroom and lab management plans. Attends meetings as required. Observes and enforces the institution’s policies and regulations. Assists with student recruitment and job placement. Serves on committees. Maintains qualifications for employment as described by the Technical College System of Georgia Policy Manual and accreditation standards. Follows rules and regulations as described by the Department of Technical and Education Policy Manual and other policies and procedures established by the institution. |
| **MINIMUM**  **QUALIFICATIONS:** | Bachelor’s degree in Physical Therapy from an accredited institution. Must obtain at least 18 graduate hours in Physical Therapy within 2 years of hire date. Three years of clinical experience as a Physical Therapist. Strong knowledge of Microsoft Office products. Strong oral and written communication skills. Excellent interpersonal and teamwork skills. Ability to w Registered Physical Therapist licensed in the State of Georgia. Member of the American Association of Physical Therapy. Work collaboratively. Ability to maintain confidentiality. Ability to work flexible hours when necessary. Registered Physical Therapist licensed in the State of Georgia. Member of the American Association of Physical Therapy. |
| **PREFERRED**  **QUALIFICATIONS:** | Doctoral degree in physical therapy. 5 years’ clinical experience in diverse specialties. |
| **WORK SCHEDULE:** | **Monday - Friday** |
| **SALARY:** | $2700.00 per course per semester |
| **BENEFITS:** | This is a part-time position with no benefits. |
| **DATE POSTED:** | 03122015 |
| **TO APPLY:** | **Atlanta Technical College only accepts electronic application from the following:Visit** [**https://www.easyhrweb.com/JC\_AtlantaTech/Job%20Listings/JobListings.aspx**](https://www.easyhrweb.com/JC_AtlantaTech/Job%20Listings/JobListings.aspx) **to apply:**Instructions: Press control then click on link to go to ATC Job Center  **Background screenings are conducted prior to employment.** |
| **CLOSING DATE:** | **Open Until filled** |

Atlanta Technical College does not discriminate on the basis of race, color, national or ethnic  
origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For further information regarding these laws (Title Vl and lX), contact Sylvie Moses, equity officer, Atlanta Technical College, Cleveland Dennard Building, Student Affairs Division, Suite B164, 404.225.4434. Email: smoses@atlantatech.edu. To request reasonable accommodations upon enrollment (Section 504/ADA), contact Sylvie Moses, career planner/special needs, Student Affairs Division, Cleveland Dennard Building, Suite B164, 404.225.4434. Email: smoses@atlantatech.edu. Atlanta Technical College, 1560 Metropolitan Parkway, SW, Atlanta, GA  30310. 03122015