

**Position Announcement**

**April 2017**

**POSITION:** Physical Therapy Clinical Coordinator /Instructor

**Position Status:** Full time

**Application Deadline:** Until Filled

**Position Description:**

Under general supervision, The Physical Therapy Assistant Clinical Coordinator is responsible for planning, organizing, and teaching courses in the PTA program as well as instructing in the clinical setting. The clinical coordinator will work with clinical sites to build and maintain relationships, train CIs, maintain clinical contracts, and place students in the clinical setting. Assists the PTA program director with the CAPTE accreditation process and curriculum development. Demonstrates the use of appropriate teaching techniques; use of appropriate testing and grading procedures including proper maintenance of grade books and any other record-keeping required; effective use of oral and written communication skills; and knowledge of current in-field procedures. Follows approved course syllabus. Maintain program requirements, attend/complete all professional development training; meet with students and college personnel to discuss students’ instructional programs and other issues. Evaluates student progress in attaining goals and objectives. Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual, CGTC policies and procedures, and accreditation standards and Department of Corrections.  Position may require travel as needed. This position reports directly to the Dean for Health Sciences.

**Location / Work Schedule:**

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45, Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. Position will be located on the Warner Robins campus. May require travel to other assigned college locations as needed.

**Minimum Qualifications:**

* Minimum of an associate degree from an accredited college or university; graduation from an accredited PT or PTA program;
* Current PT or PTA licensure in good standing
* Minimum of three years full time post-licensure clinical practice. Two years of clinical practice experience must include experience as a CCCE or a CI in physical therapy *–****OR-*** Minimum of two years of experienced teaching, curriculum development and administration in a PT or PTA program.

**Preferred Qualifications, in addition to minimum qualifications:**

* Bachelor’s degree from an accredited PT or related program
* APTA membership and APTA CI credentialing
* Teaching experience at the postsecondary level.

**Salary/Benefits:**

Annual gross salary rate is determined by the candidate’s highest qualifying degree and related work experience. This is a 12-month position. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). This position is eligible for retirement benefits, state insurance, leave accrual and holiday pay.

**APPLICATION PROCEDURE:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center.  A completed application packet consists of the following:

* A completed CGTC online application
* Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
* Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
* Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
* Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts.  Educational credentials, degrees, or coursework cannot be considered without transcripts.  Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

**All applicants are subject to the following applicable pre-employment screenings:**

|  |  |
| --- | --- |
| Criminal History Records  | Motor Vehicle Records  |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records  | Credit History Records |
| Psychological Screening | Medical Examination |

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.