



Position Announcement January 2019

Position: Physical Therapy Assistant Instructor / Clinical Coordinator

Position Status: Full time

Application Deadline: Open Until Filled

Job Responsibilities:

The Physical Therapy Assistant Instructor / 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.

Minimum Qualifications:

- Associate degree in field from a regionally accredited institution
- Current PT or PTA licensure in good standing
- Documented minimum of three (3) years full time post-licensure clinical practice. Of these three years, two (2) years must be in one of the following: Documented clinical practice experience that includes experience as a CCCE or a CI in physical therapy –**OR-** a documented minimum of two (2) years of experienced teaching, curriculum development and administration in a PT or PTA program.

Preferred Qualifications, in addition to minimum qualifications:

- Bachelor's degree or higher in PT or a related program from a regionally accredited institution
- APTA membership and APTA CI credentialing
- Teaching experience at the postsecondary level

Projected Work Hours/Location:

This position is projected to work the College's normal business hours of 7:45 a.m. to 4:45 p.m., Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Fridays. Additional hours or a flexible schedule to include evenings and/or weekends will be required as needed. Position will be located on the Warner Robins

campus. May require travel to other assigned college locations as needed. This position will work all 12 calendar months and at 40 hours per week.

Salary / Benefits:

Gross annual salary to be determined the candidates highest qualifying degree based on meeting minimum and preferred qualifications. This is a fulltime position scheduled to work all 12 months a year and at 40 hours per week. Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

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: cjohnson@centralgatech.edu.

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