



Position Announcement October 2024

Position:	Physical Therapist Assistant (PTA) Academic Coordinator of Clinical Education (ACCE)
Employment Status:	Full Time
Application Deadline:	December 1, 2024
Primary Work Location:	Warner Robins Campus
Projected Work Schedule:	40 hours per week / 12 calendar months per year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held prior to December 1, 2024; the position close on December 1, 2024.

Position Summary:

Under general supervision, provides instruction to students in the classroom and lab settings, prepares syllabi and lesson plans. Develops program goals and objectives. The instructor must possess the ability to teach all phases of the curriculum. 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. Maintains program requirements, attends/completes 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 and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may involve teaching traditional day and/or evening classes or online classes and will require travel within the college's service area and additional travel as needed.

Major responsibilities may include, but are not limited to the following:

- Planning, organizing, and teaching courses in the PTA program as well as coordinator of clinical education.
- Will work with clinical sites to build and maintain relationships, train clinical instructors, maintain clinical contracts, and place students in the clinical setting.
- Assists the PTA program director with the CAPTE accreditation process and curriculum development.
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

Competencies: All minimum skills for the PTA graduate for entry level.

Physical Work Demands: ACCE must exhibit the same essential functions as expected for students upon program admission.

Projected Work Hours/Location:

This position generally works normal business day hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule to include evenings may be required as needed. Position will be assigned to the Warner Robins campus and may require travel to any of the locations within the College's service area. This position will work all 12 calendar months per year and at 40 hours per week.

Minimum Qualifications: *Must upload transcripts/certifications which show conferred educational degrees/current certifications and document qualifications in the employment history:*

- Earned Associate degree from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education; graduation from an accredited PT or PTA program;
 - Documented current PT or PTA licensure in good standing
 - Documented minimum of three (3) years full time (or equivalent) post-licensure clinical practice with one of the following conditions.
 - Documented minimum of two (2) years of clinical practice as a Site Coordinator of Clinical Education and/or as a Clinical Instructor
- OR**
- Documented two (2) years' experience in teaching, curriculum development, and administration in a physical therapy education program

Preferred Qualifications, in addition to minimum qualifications:

- Earned Bachelor's degree in PT or related program from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented APTA membership and APTA CI credentialing
- Teaching experience at the postsecondary level
- Experience with assessment and planning
- Contemporary expertise (defined as beyond entry level) in one or more of the following: Neurotherapeutics, Vestibular Rehabilitation, or Manual Therapy and Instrumented Assisted Soft Tissue Mobilization

Salary / Benefits:

Target gross salary is upper \$50s to low \$60s. Salary to be determined by the candidate's highest qualifying degree and/or related experience based on meeting published minimum and preferred qualifications. 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:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred

qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

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 concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

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

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination polices is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 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.