

POSTING DATE: December 13, 2007

POSTING NO: 07F004-LC

MINORITIES, WOMEN, PERSONS WITH DISABILITIES, BILINGUAL PROFICIENCY AND/OR
MULTICULTURAL EXPERIENCE ARE STRONGLY ENCOURAGED TO APPLY

Notice of Vacancy

POSITION: Physical Therapist Assistant Program Coordinator
1.00 FTE
Early morning and evening
hours may be required.
Temporary 24-month position
with the possibility of renewal after 01/2010



DIVISION: Health Professions

CLASSIFICATION: Faculty

STARTING DATE: On or before February 2008

JOB PURPOSE: To provide the coordination and instruction for the Physical Therapist Assistant Program in a safe learning environment that ensures optimum student success.

**ESSENTIAL
FUNCTIONS:**

Program Responsibilities:

Coordinate program-specific activities
Identify and implement criteria by which clinical education sites are to be chosen to meet program needs
Identify and implement strategies to add clinical education sites with the appropriate variety to meet student and program needs
Plan, conduct, and/or participate in regularly scheduled meetings
Recruit and coordinate part-time and substitute faculty
Participate in the procurement of funding and allocation of resources
Facilitate in the annual review and revision of program documents
Work with faculty to develop an equitable workload for shared teaching facilities
Plan the utilization of on- and off-campus facilities
Coordinate and supervise Cooperative Education
Assist in the development and application process of the PTA program within The guidelines established by the APTA and CAPTE.

Student Responsibilities:

Assist in process of screening and selection of students and orientation sessions for students.
Minimize financial, geographical, environmental, social, linguistic, and cultural barriers to learning.
Coordinate dissemination of information regarding NCLEX for graduating students.

Professional and Community Responsibilities:

Build and maintain partnerships with community organizations
Liaison with other related educational programs in the State of Oregon
Ensure compliance to American Physical Therapist Association regulations

Faculty Responsibilities:

Participate in the development, evaluation, and revision of the curriculum for the Physical Therapy Assistant course content
Assist in the development and evaluation of Divisional policies and procedures, and the activities necessary to implement them
Utilize competency-based learning principles that focus on student outcomes
Utilize accurate assessment measures that help students to demonstrate proficiency

Teach assigned Physical Therapist Assistant classes.
Maintain current knowledge of Physical Therapist Assistant theory and practice
Work with faculty to create a learning centered environment
Support creativity and experimentation in the pursuit of new learning opportunities

Model and ensure diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of race, religion, ethnicity, gender, social class, sexual orientation, ability, nationality, age, language, origin, or employment status.

Actively participate in College, Division, and program teams and in-service activities.

Participate on faculty and college committees, conduct projects assigned by the immediate supervisor, and other responsibilities as outlined in the College operating procedures (<http://www.lanec.edu/cops/index.htm>).

Keep professionally current by working with other faculty and college personnel on Divisional and college-wide committees and task forces to enhance both Divisional and College operation, and when appropriate, participate in regional and national meetings.

Establish good relationships with state, public, and local agencies, and promote students work experience opportunities.

**OTHER
FUNCTIONS:**

Perform other job-related duties as assigned.

**MINIMUM
QUALIFICATIONS:**

Education: A minimum of a master's degree; licensure (if a physical therapist), or licensure, certification, or registration in states where applicable (if a physical therapist assistant);

Experience: Minimum experience in clinical practice of 5 years including but not limited to patient and family education, clinical instruction for PTA's, staff in-services, presentations at professional conferences or adjunct teaching in a PT program; didactic and/or clinical teaching experience; experience in administration; experience in educational theory and methodology (curricular design, development, implementation and evaluation); experience in instructional design and methodology; and experience in student evaluation and outcomes assessment. See APTA website at: www.apta.org/AM/Template.cfm?Section=General_Information&Template=/CM/ContentDisplay.cfm&ContentID=39426 for further information on the job requirements.

**KNOWLEDGE, SKILLS
AND ABILITIES:**

Demonstrated ability to: teach, create, and maintain a classroom and laboratory atmosphere conducive to student learning; collaborate effectively with staff and other instructors; communicate effectively and respectfully with all students, staff, and community members with diverse backgrounds; assist students with disabilities or other special learning needs with course requirements and assist in provision of requested reasonable accommodations for those needs; use computer applications for the purpose of communication and instruction; understand and carry out the college commitment to student success, lifelong learning, and educational opportunities; demonstrate and remain current in Physical Therapist Assistant theory and practice; manage multiple tasks including instruction, advising and coordination in a complex environment; foster the personal, professional and intellectual growth of students; coordinate program specific evaluation and accreditation. Work within fiscal parameters.

Must demonstrate an active concern for meeting the needs of students, staff, and the public

SALARY RANGE:

\$45,247 - \$60,743 per academic year, plus generous benefits package; this is an entry level salary range; placement depends on education and experience. It is expected that all employees are compensated through electronic direct deposit.

APPLICATION DEADLINE:

Applications must be **RECEIVED by January 15, 2008**
Applications **received** after that date **WILL NOT BE CONSIDERED.**

HOW TO APPLY:

To be considered a candidate for this position, all of the following must be included in the application package:

1. A completed Lane Community College application form. Application forms can be downloaded from www.lanecc.edu or requested from Human Resources. Search committees are not required to consider incomplete applications. To ensure full consideration, do not leave any section of this form blank. The resume cannot take the place of this application form or any section thereof.
2. A resume of all relevant educational and professional experience and activities.
3. Unofficial transcripts (official transcripts will be required of those candidates granted interviews).
4. Contact information for three (3) professional references. Please include names, phone numbers, email addresses, and professional affiliation.

SELECTION PROCEDURE:

1. After the closing date, a committee appointed by the Division Chair will screen all applications.
2. Applicants selected for interview will be invited to campus. Up to \$500.00 in travel expenses will be reimbursed by Lane Community College for expenses.
3. **If you would like to know the status of a position,** please call: (541) 463-5211, or check Human Resources website at: <http://www.lanecc.edu/perssvcs/status.htm>, No written notification will be sent.

Call (541) 463-5211 for recorded job information (24 hours/day).
TDD available at (541) 463-9999; FAX (541) 463-3970

Lane Community College is an Affirmative Action/Equal Opportunity institution.