



APTAEducation.org Classified Ads

**Job Title:** Physical Therapist Assistant Clinical Director (Academic Coordinator Of Clinical Education)

**Organization:** Pima Medical Institute  
**Contact Phone:** 520-323-5966  
**Contact E-mail:** [tneuhaus@pmi.edu](mailto:tneuhaus@pmi.edu)  
**Date Ad Started:** June 27, 2018

**Contact Name:** Theresa Neuhaus  
**Contact Fax:**  
**Contact Web Site:** [jobs.pmi.edu](http://jobs.pmi.edu)  
**Expires:** September 27, 2018

Coordinate the clinical education and instruction of students in the Physical Therapist Assistant program.

### **ESSENTIAL FUNCTIONS**

Secure new clinical sites and contractual agreements. Coordinate the tracking and verification of all program clinical affiliation contracts. Ensure contracts with clinical sites are current, accurate, viable and adequate in meeting program needs.

Review student success rates by class and implement plan to reduce student withdrawals. Meet with students to encourage them to stay in the program. Maintain an 80% student success rate for all classes taught in the program.

Monitor competency evaluations and clinical records with students. Conduct orientation for students to each clinical education site.

Maintain student grades in accordance with established policies. Prepare final grades at the end of each semester to update student records and transcripts.

Evaluate the performance of students regarding course objectives and makes necessary provisions to meet learning needs.

Visit clinical sites to review and evaluate students' clinical performance and progress. Coordinate with site instructors to ensure clinical education is effective.

Coordinate the clinical education for the Physical Therapist Assistant program. Coordinate and revise the clinical education plan. Recommend changes to the Program Director.

Coordinate with clinical staff to establish a regular site for students. Coordinate the scheduling of students within the department. Develop clinical objectives and evaluations.

**Description:** May assist the Program Director with student applicants for admission into the program.

Participates in projects to assist in meeting department goals as determined by the Program Director.

Perform the duties of a Physical Therapist Assistant instructor.

**The list of essential functions is not exhaustive and may be supplemented.**

### **MINIMUM QUALIFICATIONS**

Bachelor's degree.

Graduate of an accredited Physical Therapist Assistant or Physical Therapist program recognized by the U.S. Secretary of Education or the Council for Higher Education Accreditation.

Three (3) years of full-time post licensure clinical practice experience as a Physical Therapist Assistant or Physical Therapist.

Two (2) years of documented experience as a clinical instructor and/or center coordination of clinical education (CCCE) in a CAPTE accredited Physical Therapist Assistant or Physical Therapy program or two (2) years of experience in teaching, curriculum development, and administration in a physical therapist assistant or physical therapy program.

Must hold current Physical Therapist Assistant or Physical Therapist license, certification or other

designations as required by local, state or federal laws to work in the field.

Clinical or educational administration experience.

Experience in human resource management.

Experience in a variety of areas of teaching (academic, clinical, continuing education and in-service).

Verbal and written communication skills.

Knowledge of Word, Excel, Power Point and other computer skills.

---