



## NOTICE OF VACANCY

### PTA-Academic Coordinator of Clinical Education/Instructor

**REPORTS TO:** PTA Program Director

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Health Science PTA-ACCE will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

Responsibilities of the ACCE include organization, periodic review, planning, and assistance with curriculum development, evaluation, and general effectiveness of the PTA program. Responsibilities also include teaching, counseling, selecting students, orienting students, working to secure and maintain program accreditation, and contributing to the long-range plan for the program. The ACCE will oversee the dedicated classroom/lab space, will manage dedicated equipment, supplies, and materials, will collaborate with the advisory board, will attend departmental and instructional meetings as indicated, market the program and all that may entail, develop relationships with business and industry, and continue professional development as indicated. The ACCE is accountable to the PTA Program Director and Dean of Health Sciences for fulfilling the position responsibilities.

This position requires teaching Physical Therapist Assistant courses. The instructor will also be expected to participate in all normal faculty duties, including the summer program and student advising.

More specifically, the ACCE is responsible for but not limited to the following:

### DUTIES AND RESPONSIBILITIES

- Demonstrate mastery of subject matter
  - Have a thorough and accurate knowledge of field or discipline
  - Display an ability to interpret and evaluate the theories in the field or discipline
  - Connect subject matter to related field or discipline (relevance)
  - Stay current in subject matter through professional development, involvement in professional organizations, and attending professional meetings, conferences, or workshops
  - Learn and use technology to enhance teaching and the educational experience
- Teaching performance expected
  - Teach a full course load appropriate to field or discipline
  - Demonstrate enthusiasm for teaching and learning
  - Plan and organize instruction in ways to maximize student learning and achieve program objectives and goals
  - Employ appropriate teaching and learning strategies to communicate subject matter to students
  - Modify, where appropriate, instructional methods and strategies to meet diverse student needs
  - Encourage the development of communication skills and higher order thinking skills through appropriate activities and assignments
  - Contribute to the selection, development, review, updates, and organization of instructional materials in accordance with course objectives

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[EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).

## DUTIES AND RESPONSIBILITIES (cont.)

- Course outline, PowerPoint, lab supplies and equipment, and other tools utilized
  - Develop, update, and post course syllabi in a timely manner
  - Manage classroom interactions
  - Maintain accurate records for each course taught and post any electronic tracking required
- Clinical Education Planning, Implementation, and Assessment
  - Coordinate and teach clinical education courses
  - Monitor and document the academic performance of students to ensure that they are successfully achieving the criteria for completion of the clinical learning experiences.
    - Review and record student evaluations from clinical and determines the final grade for all clinical education courses
    - Utilize intervention strategies with clinical and students who excel or demonstrate difficulties while on clinical education experiences or require learning strategies where a disabling or learning condition is present
    - Develop remedial experiences for students if necessary. Confers with the appropriate faculty, the Program Director, Dean, Administration and other individuals where applicable
  - Manage administrative responsibility of clinical education in accordance with CAPTE, federal/state regulations, MDCC policy, and practice setting requirements
    - Administer a system for the academic program's clinical education records which include:
      - Maintain current database on clinical education sites and clinical faculty;
      - Maintain the updated status of clinical education agreements;
      - Optimize best practice on utilization of clinical sites;
      - Maintain reports on the performance of students in clinical;
      - Maintain reports on clinical site/faculty performance in clinical education
    - Act as intermediary among the appropriate parties to:
      - Facilitate the acquisition of clinical education agreements
      - Administer policies and procedures for immunization, preventive health care practices, and for management of student injury while at clinical sites;
      - Ensure liability protection of students inclusive of professional, governmental, institutional, and current risk management principles
  - Develop, implement, and monitor adherence to policy and procedures for the clinical education component of the curriculum
  - Manage fiscal allocations budgeted for clinical education
- Clinical Site Development
  - Develop criteria and procedures for clinical site selection, utilization, and assessment
  - Establish, develop, and maintain an adequate number of clinical education sites relative to quality, quantity and diversity of learning experiences
  - Provide clinical education site development opportunities through ongoing evaluation and assessment of strengths and areas needing further development or action
- Participate in student advising activities
  - Participate in "Orientation Day"
  - Participate in Health Science orientation workshops if needed
  - Advise assigned students and help with advising needs of the college as assigned by supervisor
- Evaluate student learning
  - Help establish meaningful student learning outcomes for courses/program
  - Evaluate student performance fairly and consistently and return student work promptly to promote maximum learning
  - Develop, administer, and monitor the evaluation process for the clinical education component, including instruments used for evaluation of student performance, clinical education sites and faculty.

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## DUTIES AND RESPONSIBILITIES (cont.)

- Maintain accurate records of student progress and initiate academic and/or personal counseling as needed for students
- Reinforce and encourage learner involvement in instruction
- Assist with the development of standards for admission, progression, and graduation of students in the program
- Support college, division, and program policies and procedures
  - Teach classes, labs, and clinical as assigned
  - Teach credit and/or non-credit courses within field or discipline as needed
  - Post and maintain regular office hours, in accordance with college policy
  - Maintain confidentiality of student, faculty, program, division, and college information
  - Substitute for other instructors within field or discipline if needed
  - Exercise stewardship of college facilities and materials
  - Record and provide attendance data in accordance with college policy and procedures
  - Maintain requirements specified by state and national accrediting agencies
- Participate in college, division, and program activities
  - Serve on college, division, and program committees as assigned
  - Participate in college and other related activities that benefit the program, division, or college as a whole
  - Participate in meeting and events required by the college, division, and program administrators
  - Respond in a timely fashion to information request from college, division, and program administrators
  - Establish and maintain effective working relationship with faculty, staff, and others
  - Contribute to program planning: curriculum development/revisions, selection of equipment and supplies, textbooks utilized, etc...
  - Assist the Program Director in the development of the program budget
- Contribute to the growth and enhancement of the college, division, and program
  - Maintain familiarity with college, division, and program goals, mission, and long-range plans
  - Provide input into curriculum design, review and revision by:
    - Collecting and organizing pertinent information from clinical education sites and students.
    - Preparing reports and/or engaging in discussion with Program Director (PD) on student progress in clinical education
    - Keeping PD informed about the clinical education program, pertinent policies and procedures, and changes influence by accreditation.
  - Contribute to planning and development processes through appropriate mechanisms and channels
  - Monitor the changing health care delivery system and advises the PD of any changing trends and potential impact on student enrollment, instruction, curriculum design, clinical education, and equipment needs.
  - Participate in professional activities that contribute to the educational goals of the college, division, program, industry and community served by the college
  - Participate in the marketing, recruitment, and retention of students, faculty and staff

## PROFESSIONALISM

The following attributes and behaviors are identified as examples of what is expected of an MDCC employee:

- Display empathy and positive regard for others in written, verbal and non-verbal communications
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions
- Maintain proficiency as needed and approved by attending trainings, reading job-related materials, and meeting with others in area of responsibility
- Dress appropriately
- Meet all required standards of confidentiality and safety

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## MANDATORY QUALIFICATIONS

- Must be a graduate of an accredited physical therapist or physical therapist assistant program and hold a current professional licensure in the state of Mississippi as a PT or PTA. Bachelor's degree in Physical Therapy or an associate's degree in Physical Therapist Assistant.
- Have a minimum of 3 years of full-time post-licensure clinical practice experience and a minimum of 2 years' experience as a center coordinator of clinical education (CCCE) and/or clinical instructor (CI), or experience in teaching, curriculum development, and administration in a PTA or PT program.

## DESIRABLE QUALIFICATIONS

- Community college teaching experience and appreciates the concept of the community College.
- Experience in teaching and learning principles including curriculum development preferred.

## KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, and students.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Demonstrate mastery of subject matter
  - Have a thorough and accurate knowledge of field or discipline
  - Display an ability to interpret and evaluate the theories in the field or discipline
  - Connect subject matter to related field or discipline (relevance)
  - Stay current in subject matter through professional development, involvement in professional organizations, and attending professional meetings, conferences, or workshops
  - Learn and use technology to enhance teaching and the educational experience
  - Be familiar with best practices to promote student success
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

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## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires some travel and working some evenings and weekends.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## TERMS OF EMPLOYMENT

This is a full-time, 9-months, Exempt, and Other Instruction (OI) position

## SALARY

The salary will commensurate with education and experience.

## APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. Unofficial College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## DEADLINE

**Internal/External – February 20, 2025 at 5:00 p.m.**

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