



## NOTICE OF VACANCY

### Program Director for Physical Therapist Assistant (PTA)

**REPORTS TO:** Dean of Health Sciences

**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) Program Director 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 program director include organization, administration, periodic review, planning, curriculum development, evaluation, and general effectiveness of the PTA program. Responsibilities also include teaching, counseling, selection, orientation, and supervision of faculty, scheduling of classes, preparing and administering the program budget, and long-range planning. The program director assures effective program operations, oversees ongoing program assessment, participates in budget planning, maintains current knowledge of the professional discipline and educational methodologies through continuing professional development, and assumes the leadership role in the continued development and accreditation of the program. The program director is accountable to the Dean of Health Sciences for fulfilling the position responsibilities.

This position requires teaching program specific courses. As needed, the program director may be assigned to teach in other qualified areas of instruction. The director will also be expected to participate in all normal faculty duties, including summer program, and student advising.

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

### DUTIES AND RESPONSIBILITIES

- Oversee the function of the Health Science program to ensure the program complies with the college and division's mission and policies
  - Establish and maintain a long-term vision for the program
  - Maintain quality assurance to remain compliant with required agencies
  - Coordinate the annual evaluation of program assessment of institutional effectiveness for the purpose of program improvement and prepares review reports as required by agencies and college policy (Annual Effectiveness Plan)
  - Provide department leadership through excellent communication, within the department, other Health Science departments, Academic departments, and Administration
  - Create and maintain an environment conducive to teaching and learning; monitors student progression and concerns
    - Manage student concerns related to faculty and department
  - Coordinate program activities and delegate responsibilities to faculty as appropriate
  - Create, review, and maintain program handbook and policies
  - Recruit and maintain members of the program Advisory Committee from the community
    - Committee must meet at least once per semester

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

## **DUTIES AND RESPONSIBILITIES (cont.)**

- Facilitate program and advisory meetings
- Ensure all college reports and requested information are submitted promptly and accurately
- Develop and evaluate policies and procedures for the selection, admission, promotion, and graduation of students
- Develop and maintain student advising activities
  - Coordinate department participation in “Orientation Day”
  - Coordinate department participation in Health Science orientation workshops
  - Coordinate with faculty regarding advising needs of program and Health Science students
- Coordinate hiring, supervision, and evaluation of full-time and part-time program faculty
  - Recruit, review credentials, and recommend part-time and full-time faculty to be hired
  - Serve on interview committees for faculty and staff employment
  - Arrange in coordination with the Dean of Health Sciences, for classes to be covered when an instructor is absent and report absences to the Dean of Health Sciences
  - Facilitate and coordinate faculty activities related to academic policies, faculty development, faculty evaluation and planning, faculty assessment, and program accreditation
    - Manage department faculty/personnel issues, adhering to college policy and expectations
    - Promote teaching excellence, professional development, and service to the college and community, keeping updated on standards and college policies
- Develop and maintain program curriculum to meet state, regional, national, and local health care needs
  - Maintain relationships with administrative authorities and other academic and support units for program planning and development
  - Coordinate development and review of curriculum with members of the department
    - Work with members of the departments to develop a teaching schedule that considers faculty and student needs. Develop schedule for courses for the semester/year in a timely manner. Prepare and update semester/annual class schedule.
    - Oversee the development and evaluate syllabus for each course in the program in cooperation with the program faculty
- Serve as contact person/coordinator for the program with regard to state, professional, and accrediting agencies, the community, and other external contacts
  - Maintain program in good standing with accrediting agencies
    - Regularly assess programs, course, and student outcomes
    - Serve as liaison to the MS Community College Board regarding the program’s continuing compliance. Complete annual reporting requirements for the program
    - Work with the Dean of Health Sciences as liaison to the State and/or National accrediting agency for continuing compliance, completion of annual reporting requirements, and accreditation.
      - Direct program’s self-study process for continuing approval and coordinate accreditation visit.
  - Represent the program at local, state, and national level, and collaborate with community partners
    - Maintain ongoing, meaningful, and regular connections with advisory committees and the industries served by the program
- Prepare, maintain, review program budget with input from faculty, and administer the budget with approval of the Dean of Health Sciences
  - Process all requisitions for equipment and supplies for program
  - Maintain inventory records for program
- Approves payroll work for 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

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## **DUTIES AND RESPONSIBILITIES (cont.)**

- 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

## **MANDATORY QUALIFICATIONS**

The program director is a physical therapist or physical therapist assistant who demonstrates an understanding of education and contemporary clinical practice appropriate for leadership in PTA education. These qualifications include all of the following:

- hold an active, unencumbered PT license or PTA license in the state of Mississippi;
- hold a minimum of a master's degree;
- have a minimum of five years' (or equivalent), full-time, post-licensure experience that includes a minimum of three years (or equivalent) of full-time clinical experience;
- have didactic and/or clinical teaching experience;
- have experience in administration/management; and have experience in educational theory and methodology, instructional design, student evaluation and outcome assessment, including the equivalent of nine credits of coursework in educational foundations.
- evidence of a minimum of 60 contact hours (9 college credit hours) of professional development or education comprising exclusively and comprehensively the four content areas of:  
education theory and methodology, instructional design, student evaluation and outcome assessment

## **DESIRABLE QUALIFICATIONS**

- Experience with CAPTE accreditation/standards
- 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.

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- 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.

## **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, 12-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 – March 7, 2025 at 5:00 p.m.**