



# BISHOP STATE COMMUNITY COLLEGE

## Position Announcement

Posted Date: August 27, 2019  
Closing Date: Until Filled

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**Position:** Director of Physical Therapist Assistant Program

**Campus:** Main

**Minimum Qualifications:**

- Master's degree in Physical Therapy or other related field from a regionally accredited institution.
- Minimum of five (5) years of full-time post licensure experience that includes a minimum of three (3) years of full-time clinical practice.
- Holds a current license/certification to practice as a PT or PTA in any United States jurisdiction with no disciplinary action against his/her license for the three years preceding appointment.
- Three (3) years of documented experience as a center coordinator of clinical education (CCCE) and/or clinical instructor (CI), or experience in teaching, curriculum development, and administration in a physical therapist assistant or physical therapist program.
- Documented experience in a variety of areas of teaching (didactic, clinical, continuing education, in-service) and
- Two (2) years of experience in administration/management.
- Experience in educational theory and methodology, instructional design, student evaluation and outcome assessment;
- The equivalent of nine credits of coursework in educational foundations (professional development funds will be allocated to ensure that applicant meets this requirement).

**Required Knowledge, Skills, and Abilities and Essential Job Functions:**

- Exemplary interpersonal skills.
- Exceptional verbal and written communication skills.
- Have excellent computer skills, and the ability to work with numerical data (statistical analysis).
- Must be knowledgeable of accreditation principles for SACSCOC and program accreditation standards and requirements.
- Maintain a strong academic and professional record that is orientated toward results with the highest levels of integrity at all times.
- Maintain high standards of teaching; providing innovative, hands-on and relevant education for students.
- Coordinate ongoing Physical Therapist Assistant program and curriculum planning, assessment and evaluation.
- Recruit, hire, train, observe and evaluate faculty.
- Oversee classroom instructions, student advising and scheduling for the program.
- Secure and maintain collaborative relationships with clinical sites.
- Ensure compliance with the College policies, regulations and programmatic accreditation for the program.
- Prepare and submit required reports to the Alabama Community College System, Alabama Commission on Higher Education, the U.S. Department of Education, the Southern Association of Colleges and Schools Commission on Colleges and other agencies as required.
- Help develop survey instruments and prepare reports as needed for program accreditation.
- Participate in professional development related to tasks and job function.
- Perform other duties as assigned by the President, Vice-President of Operations and Deans that are related to planning and evaluation, accreditation, Program Review, Quality Enhancement and outcomes assessment.

**Essential Job Functions:**

Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

**Work Schedule:** Employment with Bishop State Community College require from time to time flexible hours as part of the workday, when the College may require a different arrival and departure time based on need (e.g., registration, advisement week, placement testing etc.) within limits set by employment standards and guidelines.

**Salary:** ACCS Salary Schedule-C2 (\$70,322-\$105,169)

**Application Procedure:**

Position announcements and employment applications are available at [www.bishop.edu](http://www.bishop.edu) and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to [humanresources@bishop.edu](mailto:humanresources@bishop.edu). Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. **Only complete application packets will be given consideration for employment.**

**A completed application packet consists of:**

- Completed Bishop State Community College employment application (must be signed)
- Letter of interest with reference to the position announcement
- Current resume
- Applicable Transcript (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)
- *Verification of Work Experience* form for directly related work experience from current and/or previous employers (form included as last page of application) **and/or** letters from current and/or previous employers verifying directly related work experience (letters must include employment dates, job title, full-time equivalent, and must be on company letterhead and signed by authorized personnel). If minimum qualifications on position announcement indicate an amount of required experience, verification of work experience to support such requirement must be submitted.

**Application Deadline:**

A complete application packet must be received in the Office of Human Resources. In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

**Other Information:**

The Selection Committee will screen all applicants for the position. The Committee will select applicants for in-person interviews which may consist of question/answer session and /or skills assessments. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.