

TITLE: Adjunct Instructor, Physical Therapist Assistant
DEPARTMENT/DIVISION: Physical Therapist Assistant/ Health Science
DATE PREPARED: 7/13/2018
REPORTS TO: Physical Therapist Assistant Program Director
CLASSIFICATION: Adjunct Faculty
COMPENSATION: \$30.00/hour

POSITION SUMMARY

The Adjunct Faculty in Physical Therapist Assistant requires a minimum of a Bachelor's Degree and an active Physical Therapist or Physical Therapist Assistant License to Practice in the State of Oklahoma. Additionally, three years of post-licensure work in the subject matter to teach is required. Teaching experience is preferred. Adjunct Faculty should be available for at least one office hour per week for each course taught. Additional to these requirements, the position may include other responsibilities. The PTA Program Director will supervise the position. It is understood the adjunct position is considered a temporary assignment contingent upon need, availability, funding and the recommendation of the Health Science Division Chair on a semester-by-semester basis.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- Upholds the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning. SSC's C.O.R.E Four: Compassion, Opportunity, Respect, and Excellence.
- Follow Seminole State College Board Policy, SSC Procedures Manual, Faculty Handbook, Student Handbook, and divisional policies and procedures.
- Handles confidential information with tact and discretion.
- Teach assigned courses
- Utilize LMS (Learning Management Systems) including, but not limited to posting of communication with students, testing, attendance and grade book
- Provide opportunity for student consultation through office hours and the Campus computer network
- Maintain accurate classroom records including lab skill checks
- Submit required forms and reports in a timely fashion
- Other duties as assigned by supervisor

OTHER DUTIES AND RESPONSIBILITIES

- Provide supervisor and Secretary with current contact information (email, and cell and/or home telephone)
- Regularly check and respond to all email and voicemail in a timely manner
- Continue to develop skills and knowledge base through professional development

- Return keys and any course materials at the end of each semester
- Communicate with PTA Program Director and Secretary as soon as possible about class plans in your absence
- Maintain safe lab environment following all current OSHA standards

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- The position requires a Bachelor's Degree and an active Physical Therapist or Physical Therapist Assistant License to Practice in the State of Oklahoma
- Adjuncts should have contemporary expertise in the subject matter assigned to teach, and strive to maintain this expertise
- Adjuncts should be knowledgeable in using Microsoft Office (proficient with PowerPoint and Word), and have a working knowledge of instructional technology (i.e. SmartBoard, Sympodium, and current Learning Management System)
- Adjuncts must have a working home phone or cell number with voice mail or email in the event the PTA Program Director or others need to contact the adjunct
- Adjuncts must have the ability to:
 - Teach in various buildings across campus or at offsite locations
 - Follow all SSC College and Division policies and procedures

APPLICATION PROCEDURE

To apply, send letter of application stating qualified areas of teaching, completed application, resumé with names and telephone numbers of three references, and all academic transcripts to:

Seminole State College
ATTN: Human Resources
P.O. Box 351 Seminole, OK 74818

*SSC is an AA/EEO employer committed to multicultural diversity.
SSC participates in E-verify.*

Posted July 18, 2018