

**TITLE:** PTA Academic Coordinator of Clinical Education (ACCE)

**DIVISION:** Health Sciences Division

**DATE PREPARED:** 6/1/2022

**REPORTS TO:** Director of Physical Therapist Assistant Program

**CLASSIFICATION:** Full-Time, Tenure-Track Faculty (11 months)

## **POSITION SUMMARY**

The Academic Coordinator of Clinical Education (ACCE) is a full-time, tenure-track, faculty position within the Physical Therapist Assistant (PTA) Program. The PTA Program is a part of the Health Sciences Division at SSC. The ACCE is responsible for administering the clinical education component of the PTA Program, coordinating the clinical affiliation staff and sites, and teaching assigned non-clinical PTA courses. Within two calendar years of initial appointment, the employee will possess a minimum of a bachelor's degree in an approved discipline. Must possess excellent written and oral communication skills. Will be responsible for maintaining records and communication between all clinical sites and students. The employee will possess a minimum of an Associate's Degree (Bachelor's Degree preferred), an active unencumbered physical therapist (PT) or physical therapist assistant (PTA) license, a minimum of three years full-time clinical work experience as a PT or PTA, and a minimum of two years of experience as a clinical instructor (CI) for PT or PTA students. The ACCE must clear a drug screen and criminal background check upon hire.

Non-clinical teaching duties require an innovative educator who is committed to student success as shown through student engagement and completion. The employee is expected to teach courses following the course syllabus, the mission of the college, and college policies and procedures while also maintaining attendance records, grading student work, and submitting student grades in a timely manner. Teaching assignments may include day, night, and possibly weekend assignments in classrooms, on or off-campus, and using Zoom or online delivery systems. The position reports to the Director of the PTA Program. The appointment requires at least a 35-hour work week.

## **SEMINOLE STATE COLLEGE MISSION AND VALUES**

- All employees will 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.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Handle confidential information with tact and discretion. Comply with all current HIPAA and FERPA regulations.
- Learn and adhere to Seminole State College policies and procedures. Submit required forms and reports (i.e. leave, course embedded assessment) and grades in accordance with divisional and college standards.

- Manage Physical Therapist Assistant Clinical Education Program to be in full compliance with all standards established by state/national accreditation agencies, Seminole State College.
- Provide overall administration of the Clinical Education component of the PTA Program, including acquiring new sites based on student need.
- Coordinate the placement of students with clinical affiliation sites.
- Oversee maintenance of the current legal and executed contracts between all potential clinical sites and SSC.
- Perform an annual review of all contracts in place and update current contracts or acquire new contracts as needed.
- Initiate communication between SSC and the clinical sites, procuring identification of availability of placements for each scheduled clinical rotation.
- Oversee maintenance of up-to-date record of placements available and information regarding CI/CCCE at the various sites.
- Ensure orientation of students to clinical placement policies and procedures.
- Direct placement of students in clinical affiliations, in compliance with current policy and procedures.
- Oversee maintenance of schedule of student placement.
- Inform clinical sites of any program changes.
- Ensure students have fulfilled all preparation as per Student Affiliation Checklist.
- Oversee maintenance of student Health and Immunization records, maintaining compliance with governing agencies.
- Oversee provision of all documentation, as required for each student, for placement at each Clinical Affiliation Site.
- Ensure student competency prior to placement in clinical affiliation.
- Communicate with all CI/ CCCEs and students during each affiliation, either through site visits or telephone communication.
- Monitor and ensure all students complete the number of clinical hours needed per each rotation to satisfy course requirements.
- Provide educational support for use of the Clinical Evaluation Tool to students and CI/ CCCE as needed.
- Evaluate over- all effectiveness of the clinical component of the PTA Program.
- Provide regular communication and reporting of status of clinical component of PTA Program to Program Director.
- Coordinate and provide workshops and continuing education opportunities as needed to the CI/ CCCE faculty.
- Assign final grade for the clinical coursework in accordance with the SSC-GCTC PTA Program grading policy.
- Oversee and maintain enrolled and former student documents for at least one year following graduation.
- Comply with all federal and state laws and regulations, accreditor guidelines and current SSC approved policies and procedures.
- Represent the college and the division through participation in division, campus, community, and professional activities.
- Attend program and division meetings as assigned.
- Submit required forms and reports in accordance with divisional and college standards.
- Engage students in assigned courses while displaying professionalism, subject matter expertise, and teaching skills.

- Provide timely opportunities for student consultation through office hours and the campus computer network.
- Utilize the SSC learning management system for each course including, but not limited to, the posting of syllabi, grades, attendance, and communication with students.
- Serve as a faculty advisor for students.
- Participate in the faculty peer mentoring program.
- Participate regularly in professional development activities including, but not limited to, Fall and Spring In-Service.
- Perform other duties as assigned.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Ensure that Program employees are cognizant of important issues including, but not limited to: campus security and safety
- Understand the range of coverage in accommodating employees and students under the American with Disabilities Act.
- Perform supervisory responsibilities as needed.
- Assist Program Director in preparing for internal and external program reviews.
- Assist Program Director in preparing for accreditation visits and assessment reviews by accrediting and approving agencies.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Within two years of initial appointment, employee must have at least a bachelor's degree in an approved discipline.
- Minimum three years' full-time clinical work experience as a PT or PTA
- Minimum two years' of experience as a clinical instructor (CI) for PT or PTA students, center coordinator of clinical education (CCCE), and/or academic coordinator of clinical education (ACCE), or a minimum of two years of expertise in teaching, curriculum development and administration in a PT or PTA Program.
- Teaching experience and experience with various teaching methods.
- Ability to meet the faculty requirements as stated in the CAPTE Evaluative Criteria for the Accreditation of Physical Therapist Assistant Programs.
- Knowledge of CAPTE accreditation guidelines; knowledge of legislative, regulatory, legal and practice issues affecting clinical education, students, and the Physical Therapy profession.

Application review will begin immediately. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check.

Application review will begin immediately. To apply, please send letter of application, resume, copies of all academic transcripts, and three current letters of recommendation to:

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

**and/or**

**Email: [hr@sscok.edu](mailto:hr@sscok.edu)**

*SSC is an AA/EEO employer committed to multicultural diversity.  
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**Posted June 6, 2022**