

Cape Girardeau Public School District No. 63
Job Description

Job Title: Physical Therapist Assistant Program Director

Terms of Employment: 12 month contract; 240 days

FLSA Status: Exempt

Reports To: Assistant Director, CTC and Director of Student Services

Brief Description of Position:

The Physical Therapist Assistant Program Director is responsible for program leadership and management and classroom/clinic teaching, budgeting, curriculum development, supervision of staff, recruitment, scheduling classes, accreditation, and teaching.

Required Qualifications:

- Physical Therapist/ Physical Therapist Assistant with Master's degree or higher
- 5 years of experience as a PT or PTA that includes clinical practice, didactic and/or clinical teaching, and experience in administration
- Current Physical Therapy/Physical Therapist Assistant License in the State of Missouri.
- Must exhibit successful leadership, organization, public relations and business skills
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Demonstrated ability to work effectively with community groups, parents and agencies.
- Demonstrate skills in computer word processing, spreadsheets and data bases

Essential Duties and Responsibilities:

- Responsible for organization, administration, periodic review, continued development, and general effectiveness of the educational program
- Responsible for organizing and reviewing the clinical the clinical portion of the curriculum
- Evaluate effectiveness and appropriateness of the Director of Clinical Education (DCE)/
Academic Coordinator of Clinical Education (ACCE)
- Responsible for ensuring that all phases of PTA program are successful in meeting established program goals and objectives
- Responsible for teaching a portion of the PTA curriculum, at least one course per semester
- Responsible for coordinating any PTA student counseling or remediation
- Performs other duties as assigned by supervisors

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013