



JOB DESCRIPTION

PHYSICAL THERAPY ASSISTANT ACADEMIC COORDINATOR of CLINICAL EDUCATION (ACCE) FULL-TIME FACULTY POSITION

ABOUT US:

Villa Maria College is a private, Catholic college providing students with the premier student-centered experience in Western New York. Students learn and grow with a culturally diverse population that lives its ideals of truth, charity, and unity.

MISSION STATEMENT: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

OUR CORE VALUES: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

POSITION SUMMARY:

The Physical Therapist Assistant program at Villa Maria College, Buffalo, NY, seeks qualified applicants for a full-time faculty position beginning August 2023.

The Physical Therapist Assistant Program Academic Coordinator of Clinical Education (ACCE) will provide PTA students with internship placements for all PTA students in two semesters of study. The ACCE develops, coordinates, and monitors programming related to student internships. The ACCE is responsible for ensuring program compliance with the Commission on Accreditation in Physical Therapy Education (CAPTE) clinical education requirements and collaborating with the internship site coordinators and clinical instructors to ensure that the internship experience meets Program objectives. The ACCE will also teach courses in the PTA Program and fulfill the job responsibilities of full-time faculty members, including program advisement and service to the College.

ESSENTIAL RESPONSIBILITIES:

Teaching:

- Teach PTA courses in accordance with the policies and procedures of the Program and College.

- Collaborate with Department faculty to plan and implement interprofessional education opportunities.
- Engage in regular professional development to enhance instructional design and methods.

Internship Coordination:

- Review and maintain internship policies and procedures that ensure compliance with CAPTE standards.
- Ensure that there is a current Clinical Affiliation Agreement with all clinical sites prior to assigning students.
- Orient students to internship policies, procedures, requirements, and expectations.
- Identify and develop new sites for clinical education that support program mission and learning objectives.
- Collaborate with Clinical Site Coordinators and Clinical Instructors to develop internship experiences that fulfill course objectives.
- Assign internships to all eligible students and confirm placements in writing to the student and clinical site.
- Document all internship experiences that are provided to students, including mechanisms for formal evaluation of student performance.
- Communicate with appropriate College personnel to ensure that all students placed in internship meet College and program immunization requirements.
- Maintain a collaborative relationship with clinical instructors and clinical site coordinators. This includes making regular, periodic contact with clinical instructors where students are interning.
- Regularly visit clinical sites where students are assigned.
- Assist with the development and implementation of policies for the withdrawal of students from internship when necessary; develop appropriate remediation plans prior to reassigning students to another internship if appropriate.
- Collaborate with clinical instructors to develop corrective action plans for students who are not performing to program standards in clinical experiences.
- Assist Clinical Instructors with students who require accommodations in accordance with the Americans with Disabilities Act (ADA).
- Coordinate educational opportunities for clinical instructors.

Student Advisement:

- Provide academic advisement for students in the PTA Program
- Communicate with Advisors from the Student Success Center to discuss students in the LBG/PTA tract.

Service to Program, Department, and College:

- Support the mission, philosophy, and objectives of the PTA Program, the Health Sciences Department, and the College
- Collaborate with College Admissions personnel and others to contribute to recruitment efforts for the Program, Department, and College
- Provide service to the Program, Department, and College including participation in committee work.
- Participate in the ongoing review and improvement of the PTA Program.

Assist in Accreditation activities (Self-Study, Annual Reports, Accreditation visits) for the PTA Program and College.

ESSENTIAL QUALIFICATIONS:

Minimum Position Requirements:

- Master's Degree; (will consider applicants with a Bachelor Degree)
- Minimum 3 years of full-time clinical practice as a PT or PTA
- Minimum 2 years of experience as a Center Coordinator of Clinical Education (CCCE) or Clinical Instructor (CI); OR a minimum of 2 years' experience teaching, curriculum development and administration in a PT or PTA program.
- Licensed to practice as a PT or PTA in New York State
- Current driver's license

Knowledge, Skills, and Abilities Required:

- Must have a commitment to the College, Health Science Department, and PTA Program mission and philosophy.
- Thorough knowledge of CAPTE regulations related to clinical education.
- Knowledge of the PTA Program policies and procedures related to clinical education.
- Ability to work collaboratively with College, Department, and Program faculty, staff, and administration.
- Knowledge of current developments in the field of Physical Therapy
- Strong organization skills
- Strong computer skills including use of Microsoft Office applications.
- Ability to deal effectively and fairly with a variety of individuals.
- Ability to present a positive and professional image when representing the College.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of the job.

ESSENTIAL FUNCTIONS:

General classroom environment requires employees to consistently use manual dexterity in reaching, writing, navigating around the classroom. This work may include hours standing and walking, including up and down stairs, lifting, demonstrating patient care skills. General environment requires employee to be flexible, as schedules change each semester. Clinical site visits require travel.

APPLICATION MATERIALS:

Applicants should include 1) cover letter; 2) curriculum vitae; 3) statement of teaching philosophy; and 4) minimum of two reference letters.

To be considered, complete the online job application. When you have completed the on-line application process your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and the strongest, most qualified candidates will be contacted for an interview.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and

responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation or preference, national or ethnic origin, marital status, physical or mental disability, or any other protected classifications in admissions, employment, or any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

VILLA MARIA COLLEGE INCLUSION STATEMENT:

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.

SALARY RANGE: \$60,000-65,000 annually