



MENDOCINO COLLEGE
invites applications for the position of:
(Full-time) Non-Tenured Faculty
Physical Therapist Assistant Program Director

SALARY: **Starting:** \$56,513 - \$81,077 **Maximum:** \$104,279

OPENING DATE: 10/17/17

CLOSING DATE: 11/14/17 5:00 PM

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

General Responsibilities

Under administrative leadership, it is the responsibility of the regular/contract college instructor to teach classes, to participate in the planning, implementation, and evaluation of the Physical Therapy Assistant Program courses, and other experiences that will directly result in the educational growth of the students and support advancement of the vision, mission, and values of the community college district.

In addition to the above, the individual will:

- Represent the Physical Therapist Assistant Program as the “program director” for accreditation purposes with Commission of Physical Therapist Education (CAPTE). The program director is responsible and accountable for ensuring the fulfillment of educational goals and objectives, and ensuring program compliance with regulating and accrediting standards. These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals, directing and participating in educational planning, program organization, development, and participating in training of faculty, evaluating program faculty and student performance; motivating and advising students and participating in developing and maintaining the program budget.
- Teach assigned courses in the Physical Therapist Assistant curriculum. Dependent upon qualifications, the instructor may be assigned to teach additional courses in the Allied Health programs or other programs/divisions as appropriate

TYPICAL DUTIES, KNOWLEDGE AND ABILITY:

Classroom Responsibilities

- Conduct classes/laboratories on days and times as assigned according to the current academic calendar.
- Develop and implement instruction for each class and laboratory period, consistent with the official course outline.
- Develop and distribute during the first week of class, a written syllabus for each course to communicate to students, course objectives, grading criteria and classroom policies.
- Demonstrate respect for student rights as specified in District policy and applicable laws.
- Submit requisitions for textbooks and instructional materials in a timely manner.
- Refer students to tutoring and related student services when appropriate.
- Supervise students in off-campus activities when participation is expected as part of a course

requirement or where such supervision is part of the instructor's load.

- Provide academic assistance and related services to students during scheduled office hours.

Evaluation of Students

- Return assignments and examination results in a timely fashion.
- Assign grades to students in the manner provided by District policy and administrative procedure and prescribed by the Education Code and Title V regulations of the State of California.
- Submit required administrative coursework, including grade report forms, in a timely and accurate manner.

Curriculum

- Participate in the development and review of curriculum as directed.
- Participate in the development of alternative teaching modalities.

Professional Development

- Participate in required professional development activities.
- Continue to develop professional skills and up-to-date subject matter knowledge, potentially including participation in conferences and research activities.
- Participate in presenting staff development programs as needed.

Non-Instructional Faculty Responsibilities

- Schedule, announce to students in all classes, and maintain office hours.
- Attend and participate in department/center meetings.
- Participate in the process of shared governance through committee work of the department, center, college and/or district level; participate in other significant non-classroom college, district or community activities.
- Keep official records required by District policy and administrative procedures and submit them in accordance with college procedures.
- Participate in supervision of student assistants and paraprofessionals as needed.
- Abide by departmental regulations concerning the proper use, care and security of college equipment and District property.
- Advise administration of unsafe conditions or potential hazards and recommend solutions.
- Provide administrators, chairs and coordinators with sample instruction materials as may be deemed necessary, such as examinations, lab projects or course syllabuses.
- Participate in advisory committee meetings as required.
- Report absences due to illness or for personal necessity to the dean or designated officer.
- Recommend purchases of instructional supplies and equipment as needed.
- Consult with supervising administrators on personnel needs; assist with position announcements, recruitment and screening/interviewing committees.
- Participate in the evaluation of regular faculty.
- Fulfill all obligations as established in the current collective bargaining agreement.

Program Director Responsibilities

- Implements and reviews annual program goals; determines and establishes program processes and procedures
- Coordinate instructional staff to assure that instruction is provided that follows the approved curriculum, achieves program objectives and attains desired outcomes.
- Participate in generating necessary reports including but not limited to Compliance Reports, Application for Approval of Substantive Change (AASC) REQUESTS, Annual Accreditation reports, self-study reports and re-accreditation reports.
- Participate in any and all on-site visits as deemed necessary by CAPTE.
- Develop and maintain good working relationships with all clinical affiliates.
- Coordinate faculty team evaluation of curriculum, teaching methods of instruction.
- Participate in advisory committee meetings.
- Participate in faculty meetings.
- Along with Dean, develops, coordinates and administers the program budget.
- Represents the College and Program in a variety of meetings in support of program goals and activities; maintains liaison with applicable agencies.
- Review student success rates by class and coordinate with faculty plans to reduce student attrition to maintain an 80% student success rate for all classes in the program.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles, procedures, objectives, and practices related to community college operations, programs, and services.
- Proper budget development and implementation practices and methods.
- Knowledge of Word, Excel, PowerPoint and other computer skills.
- Current methodology, pedagogy, and andragogy concepts related to vocational CTE training and education.

Ability to:

- Effectively relate to a diverse student population that includes a wide range of ages, socioeconomic, cultural, and ethnic backgrounds.
- Analyze problems, determine effective solutions, and take independent action for successful results.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Coordinate course offerings and student support activities.
- Present and facilitate information and training sessions.
- Maintain high standards of teaching; providing innovative, hands-on and relevant education for students.
- Continuously monitor changes in regulations, policies and technology related to overall needs of the programs.

EXPERIENCE/EDUCATION:

Education Required:

- Minimum of a Master's degree.
- Hold a current license/certification to practice as a PT or PTA in any United States jurisdiction.

Experience Required:

- Minimum of five years (or equivalent), full-time, post licensure experience that includes a minimum of three years (or equivalent) of full-time clinical experience.
- Didactic and/or clinical teaching experience.
- Experience in administration/management.
- Experience in educational theory and methodology, instructional design, student evaluation and outcome assessment, including the equivalent of nine credits of coursework in educational foundations.

Other Required or Preferred Qualifications:

- Familiar with *CAPTE Rules of Practice and Procedure* (preferred).
- Experience teaching in a CAPTE approved PTA program (preferred).
- Be a member of the American Physical Therapy Association (APTA) (preferred).
- Have strong communication, organization, interpersonal, problem-solving, and advising skills.

ASSIGNMENT: This is a full-time, non-tenure-track position. The annual work year includes 166 faculty work days and nine professional development/flex days over twelve months, to be arranged and approved by the Dean of Applied Academics. This assignment may include day, evening, and weekend hours, as well as travel to off-campus centers within the District.

SALARY AND BENEFITS: The annual starting salary is \$56,513 – \$81,077, commensurate with education and counseling experience. The maximum entry level is Step 7 of the appropriate column. The maximum income for this position is \$104,279. There is also \$2,720 doctoral stipend. Ten days of sick leave are earned annually. Family medical, dental, and vision benefits and employee life insurance are provided.

APPLICATION PROCEDURE: Submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Adam Jory at ajory@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Academic Application and Voluntary Applicant Survey: https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic_002.pdf
- Cover letter (1 page)
- Resume including education, experience, professional organizations, and accomplishments
- Photocopies of all transcripts (a foreign transcript evaluation must be attached if applicable)
- Three recent references, including name, email address, and phone number. (Letters of recommendation from references addressing experience and abilities are preferred)
- A written response to the following, please include specific examples of your experience in your answers (up to two pages total):

1. What is the purpose of the Physical Therapist Assistant Program in the California Community College system?

2. What skill sets do you personally offer that would benefit the PTA program and Mendocino College?

- If meeting the state-mandated minimum qualifications based on equivalency, complete the [application for equivalency](#) and include all supporting documents.

***Interviews are by invitation only.
The college does not reimburse applicants for related travel expenses.***

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 campuses in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California -- ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.