



Classification Description

Job Title: Program Coordinator,
Physical Therapist Assistant

Pay Grade: 118

Job Code: 4244

FLSA Status: Exempt

Job Purpose

This is responsible, professional work coordinating and implementing instruction and instructional support for the Physical Therapist Assistant (PTA) program within the School of Health Professions. Work may be scheduled and performed at all FSW campuses. This is a full-time, twelve-month position reporting to the Program Director, Physical Therapist Assistant.

General Responsibilities

Essential Functions

Assists with teaching didactic and hands-on components in accordance with FSW academic policies and procedures and according to the Commission of Accreditation in Physical Therapy (CAPTE) standards, as assigned by the Program Director. Eligible for instructional overload per semester if available.

Enforces all program classroom, laboratory, and clinical policies and procedures, including program-related dress code.

Conducts one-on-one student support, course-specific student academic remediation, and student coaching/tutoring when needed.

Communicates with the Program Director of PTA regarding students at risk.

Assists in developing and implementing student-centered classroom activities and varied teaching and learning strategies. Assists with ongoing course changes, updates, and developments in collaboration with the Program Director.

Maintains knowledge of current trends in health care through professional development and its effect on clinical education and appraises clinical educators and clinical-based instructors of any changing trends.

Maintain up-to-date knowledge of accreditation processes and procedures.

Assists in facilitating student receipt of adequate programmatic and technical instruction, exposure, and experience.

Contributes additional instructional support services as assigned.

PROGRAM COORDINATOR, PHYSICAL THERAPIST ASSISTANT

Assists in identifying, developing, expanding, and maintaining satisfactory relationships with community partners and clinical sites.

Assists in developing and maintaining documentation demonstrating program outcome achievement and alignment to CAPTE accreditation standards and state requirements.

Assists in implementing changes per accreditation standards and/or recommendations.

Assists in evaluating student laboratory and clinical performance in the cognitive, affective, and psychomotor domains of learning; communicates regularly with the Program Director regarding student performance and curriculum issues.

Collaborates with the Program Director to support clinic-based Clinical Instructors (CI) within the program.

Collaborates with the Program Director and clinical-based instructors to promote, coordinate, plan, and provide clinical instructor professional development specific to academic roles and responsibilities.

Participates in program admission selection efforts.

Coordinates with the Program Director to maintain inventory of appropriate supplies, forms, equipment, etc.

Participates in program, school and other College meetings; attends local, state, and regional meetings as needed to support the development of the PTA program.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Baccalaureate degree from a regionally accredited institution of higher education in a related healthcare field; Master's degree preferred.

Current unrestricted Physical Therapist (PT) or Physical Therapist Assistant (PTA) licensure in the State of Florida.

Three (3) years of clinical experience as a PT or PTA.

Must be able to work a flexible schedule that may include evening and weekend assignments, if determined necessary for the program.

PROGRAM COORDINATOR, PHYSICAL THERAPIST ASSISTANT

Ability to travel independently to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

A demonstrated in-depth knowledge of the subject area to be taught.

Demonstrated experience using instructional technology, computers, and software applications.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

PROGRAM COORDINATOR, PHYSICAL THERAPIST ASSISTANT

Work Conditions/Physical Demands/Special Conditions

- Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift – 30 or more pounds.
- Environmental: Normal general office.
- Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: March 21, 2024.