



**Position Title:** Physical Therapy Assistant Program Director

**Reports To:** Allied Health Division.

**Classification:** Exempt

**WC Code:** 8869

**Job Type:** Fourth Level Administrator

**Major Responsibilities:** The director for the Physical Therapy Program will be responsible for program leadership and management, as well as budgeting, curriculum development, supervision of faculty and staff, recruitment, scheduling classes, accreditation, and teaching. Follow all FNU Policies, Procedures, Rules and Regulation and the FNU Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time (“FERPA”), Florida Information Protection Act of 2014, as amended from time to time (“FIPA”), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state and local laws, rules, and regulations.

**Specific Duties and Responsibilities:**

The PTA program director will be responsible for:

1. Reads, understands and complies with the University’s mission, the catalog, the University’s policies and procedures, the Faculty, Staff and Student Handbooks and the institutional effectiveness process.
2. Respond to communications (e-mail/voice-mail) on a daily basis.
3. Developing the self-study to be presented to CAPTE in order to obtain programmatic accreditation; understands the CAPTE accreditation standards and apply them to the program to ensure its approval, while maintaining compliance with State regulations.
4. Ensuring that the program is in compliance with CAPTE standards and SACS-COC principles.
5. Performing instructional duties as assigned as outlined in the Faculty job description and in accordance with the provisions of FNU’s Faculty and Employee Handbook.
6. Selecting and develop Program Advisory Board.
7. Participating in faculty development as required.
8. Selecting, trains, develops, manages, and leads regular and adjunct faculty according to the guidelines provided by the Allied Health Division Head and the VP of Academic Affairs, and in accordance with FNU’s policies and procedures.
9. Effectively administering and grows the assigned academic program including curriculum development, student registration/advisement, community relations and campus relations.
10. Supporting college programs designed to achieve student completion rates as outlined in the five year strategic plan.

11. Collaborating with other Academic Program Directors within own school and across schools and with the Allied Health Division Head: scheduling, sharing faculty, curriculum and other.
12. Contributing to client relations and community education activities
13. Works with and develops the Admissions Representatives in each campus to promote campus enrollment.
14. Ensures sufficient number of clinical facilities and maintains communications/relations.
15. Presents the Curriculum Committee with all curricula changes for the academic programs under his/her division, after proper research and acceptance among the members of the division, providing: a) academic reasons for the change, b) cost feasibility study, and c) demographic studies of section of the student body affected.
16. Other responsibilities as determined by the Allied Health Division Head and the VP of Academic Affairs.
17. Ensures the completion and timely submission of all documentation and reports required by CAPTE.
18. Participates in all CAPTE meetings and conferences.
19. Participate in the self-studies and committees conducted by the University
20. Participate in the new students' orientation.
21. Ensure they are in compliance with Title IX of Education Amendments Act of 1972.

**In addition to the above primary duties, the PTA Program Director will:**

1. Develop and oversee a system to ensure that the graduating students work with the Placement Office on each campus and that they are placed in field upon graduation.
2. Work with the Library Director to ensure that the needs of the program are met.
3. Assist the Campus librarians to ensure that the library and resource room have enough reference materials and learning resources for the division.
4. Prepare the functional budget of the department.
5. Keep abreast of the physical needs of the division and strives to maintain all the necessary equipment and supplies.
6. Perform other duties as assigned.
7. Performs any special project assigned by the President or supervisor.

Apply here:

<http://www.fnu.edu/wp-content/uploads/2021/11/Allied-Health-PTA-Program-Director.pdf>

