

**Assistant Director of Clinical Education/Faculty**

**Job Description**

At DMU you will make a meaningful contribution to the dynamic future of Medicine and Health Sciences. DMU is seeking an Assistant Director of Clinical Education/Faculty. Primary responsibility will be to assist with planning, coordinating, facilitating, administering, and monitoring the clinical education program and activities. Engage in teaching, service, and scholarly activities.

**Essential Duties and Responsibilities:**

* Assist with the development and maintenance of an adequate number and quality clinical education sites to meet student, curricular, and program needs.
* Maintain the clinical education curriculum, including assessment, in alignment with the didactic curriculum.
* Assist with clinical education student advising and student placement assignments.
* Provide supervision and maintain communication with students, clinical instructors, and Site Coordinators of Clinical Education (SCCEs) prior to and during clinical experiences. Arrange for and complete periodic site visits.
* Monitor progress, assess and document student performance, as it relates to clinical education.
* Assist with educational planning, behavior/performance modification, and remedial education.
* Serve as a resource to support clinical faculty development opportunities.
* Coordinate at least one course for the Doctor of Physical Therapy Program and assume responsibility for the development of the course syllabus.
* Co-coordinate all of the Clinical Education Course and Integrated Clinical Education Experiences.
* Teach in one or more courses within the physical therapy curriculum, to include preparation and delivery of lectures, labs, course materials, and examinations.
* Participate in research in a particular field of knowledge and collaborate in publication of findings in professional journals and meetings.
* Participate in the development of external and internal grant proposals.
* Represent the Program, College, and University through attendance at meetings and service on committees at the University, local, state, and national level.
* Communicate and disseminate new and current information regarding health care changes affecting clinical practice and education to all stakeholders.
* Assist with maintaining the academic program’s clinical education materials and records (contracts, student health records, liability protection, policy and procedures, etc.). Utilize computer applications to facilitate workload.
* Participate in the preparation of accreditation documentation and outcome performance assessments.
* Serve as a faculty advisor to accepted students and participate in interviewing applicants for Program admission.
* Participate in and successfully complete all University required training including, but not limited to discrimination/harassment and code of conduct.
* Performs other job-related duties and special projects as assigned.

**Education and/or Experience:**

* An entry level physical therapy degree is required; a doctoral degree is preferred or must be willing to attain a doctoral degree within mutually agreed upon time period.
* Minimum of 3 years as a clinical instructor.
* Strong communication, interpersonal, and organizational skills.
* Must be able to travel both within the State of Iowa and nationally.
* APTA Credentialed Clinical Instructor preferred.
* Must possess or be eligible for licensure as a physical therapist in Iowa and maintain an active physical therapy license in Iowa.
* Valid Iowa driver's license and proof of insurance required. Must provide own dependable transportation for in-state travel.
* BLS certification required.

**Essential skills:**

* Possess basic PC knowledge/Microsoft Office skills, including data base management.
* Able to effectively present information to students, top management and/or public groups in a manner suitable to the intended audience.
* Commitment to diversity and inclusivity.

**Department:** Department of Physical Therapy

**Status:  Exempt**

**Work Schedule:  Monday through Friday 8:00 AM – 4:30 PM**