

Appendix 4

Job Description of Faculty instructor in KAU

Job title: Exercise Therapy Instructor

Location: FAMS Main Campus

Department: Physical Therapy Department

Job Purpose
The exercise therapy instructor as apart time instructor in FAMS main campus who teaches the physical activity and exercise therapy course for the 3 rd and 4 th year physical therapy students. He /She has the competence to cover the course topics in which the content of the course is in line with his/her training and qualification. Essentially, the instructor is expected to plan, arrange and teach in a manner that helps curriculum development in line with physical therapy department and FAMS mission and vision. Also, he/she encourages and directs students' success through teaching and clinical skills.
Job Duties and Responsibilities
<ul style="list-style-type: none">• The part time instructors teach and perform work which is considered to be percentage to the total credit hours as assigned by the department (25% equivalent of workload).• Develop the syllabus of the course and outline its objectives, goals, requirements and rationale.• Submit digital copies of course syllabus and handouts to Academic Affairs Unite each semester.• Determine textbooks and Online resources.• Prepare lectures and assignments to help students assimilate the content of the course in order to be integrated with the learning outcomes.• Teach the course according to FAMS catalog description and in line with course standards and outcomes.• Promote students' involvement and participation through creation of effective learning environment.• Pre-inform Academic Affairs Unite in case of class cancellation for illness or any other reasons.• Maintain the presence on FAMS campus during hours of lectures, lab sessions and clinical visits as a part time instructor.• Provide documents of students 'attendance, assignments grade, OSPE, OSCE, midterm and final written exam grades.• Provide adequate office hours for students counseling and monitoring through the term.• Participate in the development and application of academic policies, principles and goals in accordance with the strategy of Physical Therapy Department, FAMS.• Attend monthly staff meetings, serves on committees.• Participate in faculty development prior to each fall semester and monthly sessions according to needs and requirements of the course.
Job Qualification
<ul style="list-style-type: none">• A minimum of a bachelor's degree in Exercise and movement therapy or related field form an accredited institution.• Recommended to possess a master's degree in their teaching field form an accredited institution.• Certified Exercises Physiologist is recommended qualification.• Effective class management skills.• Leadership and communication skills.• Computer skills.