



Director, Occupational Therapy Assistant (OTA) Program Job Description

Job Title: Director, Occupational Therapy Assistant Program
Job Class: Instructional
Department: Health & Sciences
Reports To: Dean of Health & Sciences
FLSA Status: Exempt
Compease: Grade 14
Approved By: Vice President of Academic Affairs
Approved Date: March 26,2021

I. Position Purpose

A program director (PD) will be responsible for the continued, successful accreditation/approval of a program through leadership and management. As a PD, this individual will be responsible for curriculum, instruction, and will be an integral part of the student educational experience. The PD will provide engaged instruction; develop curricula; conduct program, course, and student outcomes assessment; and advise and support students. The PD will engage in the professional work to advance the College's mission by participating in institutional advancement, professional development, and community service in the pursuit of excellence.

II. Duties and Responsibilities

ORGANIZATION AND ADMINISTRATION: The PD shall have the authority, accountability, and responsibility for all aspects of the Occupational Therapy Assistant (OTA) program, including but not limited to: developing and maintaining program budgets supportive of optimal student outcomes; maintaining communication with the controlling agency, OTA faculty, students, clinical agencies, and ACOTE; ensuring regular meetings of the faculty to facilitate communication and faculty participation in planning, implementing, and evaluating the curriculum; implementing an orientation process for new faculty; recommending faculty for appointment, promotion, retention, and termination; leading and assisting program faculty with problem solving to support optimal student outcomes; facilitate faculty development, including enhancing educational competencies; leading towards the development of standards of practice throughout the OTA program to achieve consistency, establish trust, and develop greater customer satisfaction and outcomes; and maintaining resources, including but not limited to classroom and skills laboratory equipment and supplies necessary for students to successfully complete the program.

DEVELOP CURRICULUM AND CONDUCT ASSESSMENT: A PD will network with community and industry partners to build a strong advisory board and gather feedback from stakeholders to design curricula and develop program outcomes. A PD will be responsible for annual program assessment and comprehensive program reviews; gather and analyze data including student outcome, enrollment, retention, and completion data to support continuous improvement. The PD will collaborate with business, industry, and professional organizations in order to understand changes in the field and explore future trends.

LEAD ACCREDITATION & APPROVAL: A PD will understand and follow ACOTE regulations and standards and complete accreditation/certification requirements including reports, self-studies, and campus visits by accrediting/approval agencies. The PD will build partnerships to coordinate and maintain placement sites for clinical or experiential learning for students as required by accreditation/approval. The PD will recruit and mentor adjunct faculty; assist in staffing and evaluating part-time and full-time faculty; assist in budget management for the programs; assist in the development of grants in support of the programs; and serve as initial point of contact for student concerns or issues.



PROVIDE INSTRUCTION: A PD will assess, revise, and develop courses to maintain a current, relevant curriculum; develop lesson plans; organize and manage instructional activities; use appropriate learner-centered instructional methods; utilize new technology and the WSCC learning management system in all classes. The PD will be responsible for the evaluation of student learning and provide evaluation methods appropriate to outcomes; evaluate student learning in a fair manner; maintain accurate records of evaluation and course work, including attendance; submit grades; seek feedback on course delivery and student learning; order textbooks; and maintain lab and equipment.

ENGAGE IN ADVISING & STUDENT SUPPORT: A PD will engage students' in the advising process; meet with advisees face-to-face as often as needed; use institutional tools to create student plans and maintain documentation for each advisee; maintain required office hours compatible with student schedules; direct students to appropriate college resources; and evaluate graduation progress and completion.

PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT: A PD will work to advance the College's mission and vision; abide by the College's values, following policies and procedures; promote a positive working relationship across divisions; participate in committees and institutional activities; participate in program recruitment; support workforce development; and perform other job-related duties as assigned.

ENGAGE IN PROFESSIONAL DEVELOPMENT: A PD will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE: A PD will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. Exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications – Education, Experience, Skills

- Master's Degree required; Doctorate preferred.
- Minimum of five years of experience including:
 - experience in clinical practice as an OT or OTA.
 - administrative experience to include program planning and implementation, personnel management, evaluation, and budgeting.
 - experience with OTAs.
- Two years of experience in a full-time academic appointment with teaching responsibilities at the post-secondary level.
- Current, valid license as a registered OT or OTA in Ohio.
- Evidence of professional development in the field of Occupational Therapy.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).