

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 12 months, grant-funded	<b>Title:</b>	Program Director, Occupational Therapy Assistant Program
<b>Revised:</b> 01/06/12	<b>Department:</b>	Occupational Therapy Assistant Program/Health Science
<b>Level:</b> Professional	<b>IPEDS:</b>	Other Professional
<b>FLSA:</b> Exempt	<b>Reports to:</b>	Allied Health Program Coordinator
<b>Retirement:</b> PSRS	<b>Social Security:</b>	Only Medicare portion paid

**POSITION SUMMARY**

Crowder College's Occupational Therapy Assistant Program (OTA Program) was awarded "developing status" in August 2011. MDHE approval has been submitted, a program budget has been established, all the course syllabi have been approved and text books selected. The Program Director will be responsible for the smooth operation of the OTA Program, including but not limited to the major functions listed below.

**MAJOR FUNCTIONS**

The OTA Program Director at Crowder College will perform the following duties:

1. Instruct some of the Program classes and participate in curriculum development.
2. Achieve and maintain Program accreditation.
3. Design, implement, and modify a system for Program evaluation, as well as select and coordinate consultation services as indicated.
4. Coordinate the admission process already in process.
5. Identify and implement classroom assessment techniques for designated courses.
6. Actively participate in professional development plan.
7. Complete required Grant reports and documentation in a timely manner.

Other duties:

1. Uphold, state, federal, and AOTA regulations and standards.
2. Maintain contact with professional agencies.
3. Provide supportive environment for faculty, staff, and students and identify staffing needs and/or hiring strategies.
4. Develop and maintain annual budget for the Program, including requesting and maintaining inventory and laboratory equipment for the Program.
5. Select appropriate faculty and staff for the OTA Program.
6. Attend administrative meetings as requested.
7. Identify community needs, resources and recommendations needed to support the Program goals.
8. Supervise development of fieldwork placements and schedules.
9. Act as an academic advisor for students.
10. Maintain discipline to allow development of professional behaviors of students.
11. Maintain a reasonable course lecture and laboratory load and schedule.
12. Schedule and keep a minimum of 10 office hours per week, convenient to students.
13. Identify and pursue professional development goals to improve teaching skills.
14. Implement varied teaching strategies to maximize learning.
15. Remain current in best proactive standards for the profession and education.

16. Assist faculty and staff in design and implementation of professional development plans.
17. Act as professional support system for staff.
18. Serve on committees as assigned.
19. Dismiss classes only with prior approval from the Allied Health Program Coordinator, division chair, and/or vice president.
20. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to the Allied Health Program Coordinator, the division chair, and the vice president each semester.
21. Select materials and report them to the bookstore by prescribed deadlines.
22. Recruit students for the OTA Program.
23. Must attend graduation ceremonies.

**Perform other related duties and responsibilities as assigned. Secretarial/administrative support as well as most of the equipment is available and/or in place.**

### **KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Occupational Therapist or Occupational Therapy Assistant with minimum of a Master's Degree by July 12, 2012.
2. One year college teaching experience preferred.
3. Fulfill needed professional development training as required by Crowder College.
4. Four years of professional experience as an Occupational Therapist or Occupational Therapy Assistant.
5. Participation in professional and educational/vocational organizations.
6. The ability to understand, accept and adjust to changes in personal, social, and professional environments and in professional responsibility.
7. Ability to plan, organize and implement responsibilities effectively.
8. Ability to work with a close knit division team.

### **EQUIPMENT/SOFTWARE**

1. Operate standard office computers and software, i.e. a personal computer with Windows and within the Crowder College Network environment, including but not limited to: (i) E-mail functions; (ii) perform basic student database functions; (iii) perform basic word processing using MS Word; and (iv) perform basic presentation functions using MS PowerPoint.

### **POSITIONS SUPERVISED**

1. OTA Program and staff.

### **WORKING CONDITIONS/BENEFITS**

1. Generally indoors, normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but may involve flexible hours, as necessary.
3. Paid holidays and time off (including vacation, sick days, legal holidays and when the College is closed) and full benefits package (health & life insurance, retirement, tuition waivers, etc.)