

Job Description

Job Title: Program Director, Occupational Therapy Assistant

Reports To: Dean, Health Technologies

Duties and Responsibilities:

The program director is a full-time employee who is the first-line administrator within the program area responsible for the planning, implementation, coordination, supervision, and evaluation of all instruction and related program management activities. In addition to fulfilling the terms of appointment, as specified in the contract of employment, the program director is responsible for fulfilling the following duties:

1) General Operations:

- a) Plan, execute, and evaluate annual goals, objectives, and related activities, based on the needs of the program, department, division, and College for improved performance;
- b) Recommend, implement, and enforce academic policies and procedures, administrative rules and regulations, and other controls intended to maintain order and the highest standards of instruction;
- c) Maintain communications throughout the program by a system of regular meetings with full-time, part-time, and adjunct faculty and by means of written communications, utilization of committees, conferences, and other group management strategies;
- d) Maintain complete office records, as needed; process reports, forms, schedules, and all other required paperwork in a timely, efficient manner, checking for the accuracy and correctness of all data;
- e) Maintain supportive relations at all times with all other units and branches of the department, the division, and College, providing program assistance to them in carrying out their respective functions and securing their cooperation for program operations;
- f) Maintain a weekly work schedule designed to ensure proper supervision of program activities and regular attention to the administrative and instructional requirements of the position.

2) Personnel Management:

- a) Assign, supervise, and evaluate full- and/or part-time program faculty;
- b) Provide for the professional development needs of all program faculty;
- c) Maintain current job descriptions and other required personnel information;
- d) Interview and recommend the appointment of full- and/or part-time, and adjunct faculty, and provide for orientation of new employees;
- e) Maintain written continuing professional growth and development plans for all members of the Occupational Therapy Assistant program faculty.

3) Program Management:

- a) Develop, review, revise, and evaluate program curriculum and instruction, facilitating innovation in curricular and instructional development;
- b) Develop, review, revise, and distribute all plans of study, course outlines, and other curriculum information, including copy for publication;
- c) Organize and maintain an effective advisory committee system in support of the curriculum program;
- d) Support the functions of the Curriculum Development office, including adherence to all facets of the academic change process;
- e) Ensure that the program and curriculum offerings are in full compliance with the requirements for accreditation, certification, and other standards stipulated by appropriate external agencies;
- f) Develop and maintain productive relations with those businesses, industries, medical facilities, and other organizations in the community which are pertinent to the program and prospective graduates and with which the College may hold contracts, other agreements, or arrangements.

4) Financial Management:

- a) Prepare and administer the program budgets, regularly monitoring status of expenditures, maintaining necessary records, and filing reports;
- b) Prepare and process contracts for part-time and adjunct faculty, contractual services, and with external agencies, plus other financial agreements;
- c) Supervise, process, and maintain records of all leave requests, absentee reports, and related documentation for all program faculty;
- d) Recommend equipment, supplies, materials, and physical facilities to meet program needs, prepare requisitions for appropriate and/or authorized purchases; maintain operational all program equipment and facilities, and provide inventory records and security for the same.

5) Instructional Management and Supervision:

- a) Prepare and process semester course offerings and class schedule which meet the requirements of the program and the needs of the program students, ensuring that the instructional resources of the program are being utilized efficiently and effectively and that the program's mission is being met;
- b) Supervise and evaluate the operation of all classes being conducted within the assigned function of the program, including visitations to, day, evening, weekend, and off-campus classes, clinical practicums, and other instructional activities;

- c) Ensure that individual faculty schedules are developed and fulfilled within the program, including adequate provisions for teaching loads, office hours, student advisement, assisting in registration, committee work, and other instructional activities;
- d) Recommend and prepare requisitions for the provision of resources and services required for the effective delivery of instruction within the program, including support relations with the Educational Resources Department and other units of the College whose function is to assist the program areas;
- e) Otherwise ensure that accountable instruction is being provided within the program at all times: instructors are on time and prepared, all classes are properly covered, instruction is conducted as scheduled, and course and program requirements are being met.

6) Other Duties:

- a) Teach assigned class(es) as determined by the needs of the program and as approved by the Dean of Health Technologies;
- b) Represent the program, the department, the division, or the College in the institutional assignments, community affairs, and professional activities, and uphold such involvement among program faculty;
- c) Provide appropriate assistance and support for the functions of Continuing Education, particularly the special training needs of business, industry, and allied health;
- d) Provide support and assistance to the Student Support Services Division in conducting student recruitment and registration, determining admission requirements and procedures, orientation of new students, job placement of graduates, and other related activities;
- e) Assume other appropriate responsibilities and perform additional tasks as assigned by the Dean of Health Technologies, the Senior Vice President, or the President in meeting the needs of the College.

Required Minimum Qualifications:

- The program director must be an initially certified OT or OTA who is licensed to practice by the North Carolina Board of Occupational Therapy.
- The program director should have a minimum of five (5) years of professional experience in areas related to clinical practice, administration, and teaching. At least one of these years must be a full-time academic appointment with teaching responsibilities.
- The program director must hold a minimum of a master's degree awarded by an institution that is accredited by a regional or national accrediting body recognized by the US Department of Education (USDE). The master's degree is not limited to a master's degree in OT.
- The program director should also be an active member of the American Occupational Therapy Association and the state affiliated chapter of the Association.

Normal Working Hours:

The program director is required to work a minimum of forty (40) hours/week according to a flexible schedule, which may include day, evening, and weekend responsibilities and/or duties.