

East Valley Institute of Technology

Job Description

Job Title: Director - Occupational Therapy Assistant Program

Division: Health

Status: Full-Time/Exempt

Department: Adult Education

Term: 12 Months

General Purpose: Under general supervision of the Adult Education Health Director, The Occupational Therapy Assistant Program Director will perform a variety of routine duties, as needed, to assist instructors in educating students from different backgrounds, ethnicity, nationalities, genders, ages, religions, or disabilities in the classroom and in the lab, using a variety of teaching methods. The OTA Director is responsible for acquiring and maintaining programmatic accreditation with accrediting agencies. The OTA Director ensures OTA program meets or exceeds certification and degree requirements set forth by the applicable ACOTE. The OTA Director is responsible for program reporting, secures qualified full time and part time instructors to meet program needs, responsible for clinical site scheduling, evaluates program needs, and administers student, faculty and clinical site evaluations. The OTA Director works within approved budgets.

Supervision Received: The Occupational Therapy Assistant Program Director will work under the direct supervision of the Adult Education Health Director.

Supervision Exercised: The Occupational Therapy Assistant Program Director will supervise full-time and adjunct clinical instructors, and student workers and or instructional assistants.

ESSENTIAL DUTIES:

- ◆ Reports directly to the Adult Education Health Director at EVIT
- ◆ Facilitates and coordinates activities related to academic policies, personnel policies, curriculum resources, facility services, and program evaluation
- ◆ Recommends candidates for faculty appointment, retention and promotion
- ◆ Recommends annual budget and capital item purchases.
- ◆ Ensures faculty and staff are evaluated annually and performs No-notice classroom visits and evaluations of instructional sessions.
- ◆ Maintains, enforces, and evaluates written policies and procedures that require all students, faculty and preceptors who participate in clinical practice settings to be physically and mentally able to provide safe client care
- ◆ Participates in activities that contribute to the governance of EVIT
- ◆ Other duties as assigned

Minimum Qualifications:

- ◆ Masters degree awarded by an institution recognized by a USDE recognized accrediting body.
- ◆ Five or more years of documented experience in the field of Occupational Therapy, that includes 1 year of experience in a full-time academic appointment with teaching responsibilities at the postsecondary level; administrative experience; past clinical practice as OT or OTA; experience working with and managing OTA's.
- ◆ Director will hold a current certification and/or license in good standing

Knowledge, Skills and Abilities

- ◆ Passion for teaching and assisting their team in developing exceptional educational methodologies.
- ◆ Working knowledge of instructional theory, basic education principles, practices and methodologies, the developmental process, competency-based curricula, and general classroom and lab practices.
- ◆ Possesses good organizational skills; knowledge of record keeping procedures, including the ability to collect and organize data and information.
- ◆ Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.
- ◆ Ability to establish and maintain appropriate level of authority as well as creating an atmosphere of support and confidence for students.
- ◆ Possesses effective written and verbal communication skills
- ◆ Ability to develop effective working relationships with supervisors, co-workers, parents and students and the general public
- ◆ Ability to work with youth adults (18+ years old) effectively.
- ◆ Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- ◆ Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- ◆ Must be tactful, have good interpersonal skills and sound judgment

Working Conditions:

- ◆ The employee will work a basic 40-hour work week. Hours are typically 7:30 a.m. – 3:30 p.m. The employee may work evening hours, attending basic functions of the school, such as career fairs, Open House, team meetings and other school-sponsored activities. 30 minutes are allotted for lunch.
- ◆ The employee will interact with many types of personalities and other individuals, i.e., family members or friends who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining.
- ◆ An office with desk, computer workstation, access to a printer, and telephone are available for the employee. The employee maybe exposed to dangerous chemicals or

- may operate hazardous equipment related to the training area.
- ◆ Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees

I FULLY UNDERSTAND THE JOB DUTIES, RESPONSIBILITIES, AND WORKING CONDITIONS THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR.

Employee's Signature

Date

Supervisor's Signature

Date