

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Chair of Occupational Therapy Assistant Program	FLSA status:	Exempt
DEPARTMENT:	Occupational Therapy Assistant Program	REPORTS TO:	Dean of Nursing and Health Sciences

Position summary: Under indirect supervision, this full-time position is responsible for the total program of the Occupational Therapy Assistant Program. This position reports directly to the Dean of Nursing and Health Sciences, keeping him/her abreast of all planning, organizing, staff and development of Panola College's Occupational Therapy Assistant program.

Position responsibilities:

- Management and administration of the program, including, planning, evaluating, budgeting, selecting faculty and staff, and maintaining accreditation.
- Ongoing development of the educational program, including fieldwork experiences.
- Participation in developing selection criteria for students and student selection.
- Supervision and performance evaluation of faculty and staff.
- Communication and coordination of department activities with other departments within the College and community agencies.
- Maintain a 50-60% reduced required teaching load as defined in the College catalog.
- Assisting in the formulation and implementation of departmental policies and procedures.
- Planning, ordering and directing the receipt, storage, maintenance and distribution of departmental supplies and equipment.
- Communication of faculty and student concerns, and program related issues to the Dean.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Master's degree, preferably health care related, plus at least 5 years of experience in the field of OT including practice as an occupational therapist or occupational therapy assistant, administrative or supervisory experience, and at least 1 year of experience in a full-time academic appointment with teaching responsibilities. Must have an understanding of and experience with occupational therapy assistants. Must hold a current license to practice occupational therapy in the state of Texas. Must hold current certification from the National Board for Certification in Occupational Therapy.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills a must.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office and classroom work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited physical risk.