

JOB TITLE:	Instructor – Occupational Therapy Assistant	FLSA status:	Exempt
DEPARTMENT:	Occupational Therapy Assistant	REPORTS TO:	Chair of Occupational Therapy Assistant Program

Position summary: The faculty member is generally responsible for the overall duties associated with instructing students and actively assisting the College as it strives to fulfill its goals and objectives.

Position responsibilities:

- Participates in the development, implementation and evaluation of the program of learning.
- Participates in the development of policies and standards, which affect students and faculty.
- Plans and provides learning experiences for students based on program objectives/outcomes.
- Creates a wholesome, meaningful environment for learning in the classroom and laboratory.
- Provides students with direction for utilizing all available educational resources (library, computer/skills lab, personnel, clinical).
- Provides on-site clinical course instruction and supervision based on course objectives.
- Participates in selection of textbooks, instructional aids and other educational equipment/resources.
- Is on time for classes and labs and promptly notifies the appropriate instructional administrator in the event of an unscheduled absence. Provides objectives, plans of the day’s activities, etc. for substitute instructor.
- Proctors all course examinations. Participates in reviewing, evaluating and revising curriculum as indicated.
- Participates in academic advisement and counseling of students within area of responsibility.
- Required to work as needed, which includes teaching on- and off-campus sites for both day and evening classes.
- Keeps accurate record of students’ attendance, progress and performance and records/reports this in a concise, meaningful form to the records office according to schedule.
- Encourages students to engage in self-evaluation in regard to behavior and academic/clinical performance.
- Reports student problems to the appropriate instructional administrator as deemed necessary.
- Attends and participates in all faculty, committee and program/college meetings.
- Assists with student registration as assigned by the Registrar.
- Engages in evaluation programs in an effort to assess teaching skills/strategies and to improve effectiveness.
- Earns CEU credit on an annual basis in area of teaching responsibility
- Maintains a professional working relationship with students, fellow faculty members, administration, staff and clinical personnel.
- Participates in the activities of the total faculty in ways, which benefit the College, the OTA program, and the faculty.
- Serves as faculty sponsor for student organizations if selected by the appropriate administrator.
- Participates in professional and community activities for the improvement of health care.
- Performs other functions consistent with an instructor’s professional responsibilities when requested by the appropriate administrator.
- Assists in the recruitment of students when appropriate.
- Serves as a good public relations agent, both in the classroom and the community.
- Remains loyal to Panola College and its purpose.
- Performs all other duties as assigned.

Minimum Position Requirements:

- Part-time minimum: Associate’s degree in OTA required, Bachelor’s degree preferred.
- Full-time minimum: Bachelor’s degree required; Bachelor’s degree in OT preferred.
- Hold a current license in the State of Texas.
- Three years of experience in OT service delivery.
- Teaching experience preferred.

Knowledge, Skills, and Abilities Required

- Must have a commitment to the philosophy of the college.
- Maintains professional competence in area of responsibility.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.
- Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.

- Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.
- Ability to demonstrate consideration of others.
- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read and write the English language effectively.
- Ability to clearly and effectively present ideas in discussion and oral presentations.
- Ability to meet deadlines for reports and other required paper work.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office 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 exposure to physical risk.
- Some travel required.