

**PANOLA COLLEGE
JOB DESCRIPTION**

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| JOB TITLE: | Part Time OTA Teaching Assistant | FLSA status: | Exempt |
| DEPARTMENT: | Occupational Therapy Assistant | REPORTS TO: | Chair/Professor, Occupational Therapy Assistant |

Position summary: The teaching assistant is generally responsible for assisting in course content and lab tasks for the OTA program and 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 developing policies and standards which affect students and faculty.
- Plans and provides student learning experiences 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 and off-site clinical course instruction and supervision based on course objectives.
- Assists course instructors and the Program Director in providing 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.
- Reports student problems to the appropriate instructional administrator as deemed necessary.
- Assists in the recruitment of students when appropriate.
- Maintains familiarity with web pages, flyers, catalog, etc. to provide current information.
- Tracks data regarding contacts made with potential students.
- Teach assigned course content and lab tasks
- Assist in OTA curriculum design
- Assist in OTA budget
- Serves as a good public relations agent, both in the college and the community.
- Remains loyal to Panola College and its purpose.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Associate degree required with at least 2 years of clinical practice experience.
- Texas licensed OTA

Knowledge, Skills, and Abilities Required:

- Must have a commitment to the philosophy of the college.
- Maintains professional competence in area of responsibility.
- Skills and ability to use current technology.
- 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 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. Can involve clinical supervision at an offsite fieldwork location.
- 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.