

BAND E03

**JTC NO. AOY
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Director, Occupational Therapy Assistant Program

DATE PREPARED: Spring 2015

DATE REVISED: Fall 2016; Fall 2017

GENERAL SUMMARY:

Responsible for managing the major functions of the Occupational Therapy Assistant (OTA) Program including: planning, budget development and monitoring; program implementation, program evaluation, selection and supervision of instructional and support personnel.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Responsible for the management and administration of the OTA program.

Plans, develops and implements instruction for the OTA program including curriculum development.

Active participation in the implementation and growth of the program in compliance with current accreditation requirements.

Responsible for developing the class schedule, textbook orders and room scheduling.

Serves as primary contact with business, industry, educational providers and community agencies.

Develops and maintains industry and/or community partnerships and relationships with state and national organizations which benefit the OTA program/discipline.

Develops, promotes and evaluates the OTA program to achieve program goals and address program needs.

Academic advising of students.

Develops and administers assigned budget allocation.

Performs assigned teaching responsibilities and preparations.

Meets on a regular basis with the Division Dean, faculty and instructional support staff.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

Participates in college-wide activities, including recruitment and student success initiatives.

Serves on the college and departmental committees and participates in activities that contribute to the community and mission of the college.

Prepares program departmental objectives, evaluates the quality of services provided, determines ways to improve services, and implements changes.

Supervision: Designs and executes a staffing plan to meet requirements through selection, training, and supervision of assigned staff.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.

PHYSICAL EFFORT REQUIRED:

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. May have to lift up to 50 pounds.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Master's Degree plus three (3) years of clinical practice as an occupation therapist or occupation therapy assistant.
- One year of experience in a full-time academic appointment with teaching responsibilities.
- Must have three years of supervisory experience of full time staff.
- Administrative experience including, but not limited to, program planning, implementation, personnel management, evaluation, and budgeting.
- Commitment to strategies for professional development.

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS: - continued

- Must be certified as an occupational therapist or occupational therapist assistant who is licensed or credentialed according to Texas regulations.
- Requires the ability to identify and integrate program activities, which serves diverse student populations.
- Ability to work independently, make immediate decisions to respond quickly to specific situations, and ability to work and coordinate a team to attain optimal performance.
- Ability to utilize computer technology in order to access data, generate reports and maintain data.
- Oral and written communication skills in order to effectively interact with a wide student and employee population from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- Official transcripts and proof of license will be required.
- ***Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***