



JOB DESCRIPTION

JOB TITLE: OTA Program Chair

REPORTS TO: Division Chair for Nursing and Allied Health

STATUS: Exempt

LENGTH OF EMPLOYMENT: 12-month continuing position

JOB OVERVIEW: Responsible for instruction, and as an expert in the program area, with support from administration, provide organization, administration, continuous review, planning, development, and ensure general effectiveness of the program area.

ESSENTIAL JOB FUNCTIONS

GENERAL DUTIES:

Operate the Occupational Therapy Assistant Program to be in full compliance with the standards established by state/national accreditation agencies, Indian Capital Technology Center, and Connors State College.

Define short and long-range educational needs for the program.

Provide instruction in the classroom/clinical/laboratory setting, ensuring it is delivered in an organized, clear manner that effectively meets the needs of individual students.

Uphold the policies and procedures of the Connors State College and Indian Capital Technology Center School Board of Education.

Work with administration, and in accordance with employment procedures/policies, to select faculty and staff for the OTA program.

Work with administration to identify budget needs,

develop purchase plans and proposals for special funding.

Attends all faculty/staff meetings and other school meetings and functions as required.

Participate in the team management process and support the organizational management philosophy of the College and District.

Maintain follow-up records on former students, and submit required information to the Oklahoma Department of Career & Technology Education and accrediting agencies when applicable.

Prepare and submit reports and other documents as required by the State Board of Education, State Department of Career & Technology Education, and Indian Capital Technology Center School District No. 4, Connors State College, and the program area's accrediting agency.

Assist in setting the agenda for Advisory Committee meetings.

Ensure that all student records are maintained securely and kept confidential.

INSTRUCTION AND SUPERVISION:

Maintain the program in compliance with ODCTE and program accrediting agency standards.

Plan and provide classroom instruction and lab training for the Occupational Therapy Assistant Program.

Prepare course outlines, lesson plans, and instructional materials for groups and individualized instruction.

Periodically review and revise program, curriculum, course outlines, and lesson plans as needed to ensure they are current with the profession and alignment with accrediting agency standards.

Maintain proper discipline in the classroom in order to provide a learning atmosphere for students and to promote professionalism.

Evaluate results of instruction and student progress in order to make appropriate modifications.

Organize and manage both classroom and lab to insure maximum efficiency and effectiveness in the teaching/learning process.

Maintain a clean, orderly, secure, and safe classroom/lab and office.

Operate and maintain a positive classroom/lab which minimizes student discipline problems.

Initiate and participate in a minimum of one Advisory Committee meeting per year.

Establish and maintain efficient procedures for timely maintenance of classroom/lab equipment.

Maintain accurate attendance, progress, and performance records on each student.

Available and willing to attend training in order to improve knowledge and skills.

Perform tasks, assume duties, and exercise authority as may be required to accomplish the job functions as directed by the CSC Director of Nursing and Allied Health.

STUDENTS:

Assist in the recruitment of students by providing potential students with information about the program.

Assist students with education and career decisions.

Assist students in locating resource material for personal and academic needs.

Develop a planned activity schedule that is consistent with local and state guidelines.

Develop a working relationship with student organization sponsors

at Indian Capital Technology Center and Connors State College.

Implement plans for student organization participation in skill and leadership activities at local, district, regional, state, and national levels.

Assume responsibility for job placement.

**BUDGETING AND
PURCHASING:**

Assist with the preparation and administration of the program budget.

Use efficient procedures to control expenditures of school funds within the program budget and school code.

Maintain an inventory of equipment and supplies.

Submit requests for equipment, repair of equipment, and supplies needed for the operation of the instructional program.

PERSONNEL:

Participate in performance conducted by the Director of Nursing and Allied Health at Connors State College with input from the Director of Nursing and Allied Health at Indian Capital Technology Center.

**PROFESSIONAL AND COMMUNITY
RELATIONS:**

Maintain a line of communication and work cooperatively with the instructor, administration, staff, clinical, and community contacts.

Maintain professional competence through participation in professional and civic activities.

Establish and maintain a close working relationship with the staff at the Oklahoma Department of Career & Technology Education, Connors State College, and program accrediting agencies

Develops and maintains contacts with community agencies for the purpose of advisory recommendations, student placement and/or career plans.

Keep informed through suppliers regarding technological updates and other pertinent information for upgrading programs.

**PUBLIC
RELATIONS:**

Promote the program through community-related activities.

Promote programs and services through established personal contacts.

Represent Connors State College and Indian Capital Technology Center at business and civic meetings and exhibitions.

**RELATIONSHIPS
INTERNAL:**

Advise, consult, and coordinate with faculty, staff, Directors and Administrations of both institutions.

EXTERNAL:

Develop and maintain contact with the business/industry to obtain program recommendations and student placement.

Works with Connors State College, the Oklahoma Department of Career & Technology Education, program accrediting agencies, and other organizations/bodies in the delivery of services related to the industry for which the program area/career major trains.

**OTHER JOB
FUNCTIONS:**

Perform such other duties and assume such other responsibilities as may be required to accomplish the essential job functions as directed.

The omission of specific statements of duties does not exclude them from the position if the work similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

EDUCATION:

Minimum of a Master's Degree in Occupational Therapy or other/related field, OR the ability to complete the degree within a designated period of time as defined by ACOTE. The degree must be granted by an institution accredited by a regional/national accrediting body recognized by the U.S. Department of Education.

EXPERIENCE:

An initially certified Occupational Therapist **or** Occupational Therapy Assistant who is currently licensed or otherwise regulated according to the regulations of the state of Oklahoma.

Documented equivalent of (5) five years' experience in the field of occupational therapy, and must include:

- Clinical practice as an Occupational Therapist or Occupational Therapy Assistant.
- Administrative experience, including, but not limited to, program planning and implementation, personnel management, evaluation, and budgeting.
- Understanding of, and experience with, occupational therapy assistants
- At least (3) three years of experience in a full-time academic appointment with teaching responsibilities at the post-secondary level. (Experience can be earned during the program application process, OR the ability to gain the experience within a designated time as defined by ACOTE)

SKILLS:

Adept and current in basic skills related to the program area/career major, and able to effectively counsel and educate students. In addition, possess the following skills:

- Supervisory and organizational
- Excellent interpersonal
- Consultation and communication
- Facilitation and coordination

DEPENDABILITY:

Regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities. Must be able to attend and participate in meetings, conferences as scheduled within the district, state, or other states.

**PHYSICAL/MENTAL
STANDARDS:**

Able to read and comprehend varied and extensive written documents, regulations, and reference materials. Able to meet and confer with individuals and/or groups concerning a variety of subjects, including confidential matters. Able to operate a 4-wheeled vehicle to travel statewide. Requires lifting, handling, and carrying of such articles as books, manuals, files, and other related items. Able to lift 50 pounds from the floor to a four-foot level.

EMOTIONAL EFFORT:

Moderate to extreme. Frequent deadlines require concentrated effort and overtime work. Must work on a variety of projects at the same time. Must deal with major issues and problems that can create high stress. Must deal with multiple students working on a variety of projects simultaneously. Must carry out daily long-term instructional preparation requiring concentration efforts and overtime work. Must work with the administration to deal with student discipline programs.

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employee

SIGNED: _____ DATE: _____

