



## Director of Occupational Therapy Assistant Program Health Sciences

HS/10

### **JOB SUMMARY**

This position is responsible for directing the Division of Health Sciences' Occupational Therapy Assistant Program.

### **MAJOR DUTIES**

- Recruits and interviews applicants for faculty positions; supervises and evaluates faculty.
- Coordinates and participates in student recruitment activities.
- Coordinates the program's accreditation functions.
- Oversees curriculum development and revisions; oversees the submission of substantive change reports to accrediting agencies.
- Coordinates the orientation and advising of students.
- Addresses and resolves student appeals and complaints.
- Prepares and instructs classes; develops assignments and tests; evaluates student work.
- Approves course schedules; revises and adapts schedules as needed.
- Monitors enrollment during registration.
- Serves on college committees as assigned.
- Performs related duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the field of occupational therapy.
- Knowledge of program accreditation requirements.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of college program requirements.
- Knowledge of classroom practices, teaching methodologies, assessment systems, and educational technology.
- Skill in the delegation of responsibility and authority.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Dean assigns work in terms of program goals and objectives. The supervisor reviews work through conferences, reports, and observation of program activities.

### **GUIDELINES**

Guidelines include college policies and procedures; University System of Georgia policies and procedures; SACS and other accreditation standards and requirements; faculty, staff and student handbooks; and relevant state and federal regulations. These guidelines require judgment, selection and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management, supervisory and instructional duties. The variety of tasks to be managed combined with frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to direct the operations of the Division of Health Sciences' Occupational Therapy Assistant Program. Success in this position contributes to the successful education of students and to compliance with accreditation standards.

### **CONTACTS**

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, representatives of the accrediting bodies, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office or classroom.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned program faculty.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.