# PANOLA COLLEGE
## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Director of Occupational Therapy Assistant Program</th>
<th>FLSA status:</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Occupational Therapy Assistant Program</td>
<td>REPORTS TO:</td>
<td>Dean of Nursing and Health Sciences</td>
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</tbody>
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**Position summary:** Under indirect supervision, this position is responsible for the total program of the Occupational Therapy Assistant Program. This position reports directly to the Dean of Nursing and Health Sciences, keeping him/her abreast of all planning, organizing, staff and development of Panola College’s Occupational Therapy Assistant program.

**Position responsibilities:**

- Management and administration of the program, including planning, evaluating, budgeting, selecting faculty and staff, and maintaining accreditation.
- Ongoing development of the educational program, including fieldwork experiences.
- Participation in developing selection criteria for students and student selection.
- Supervision and performance evaluation of faculty and staff.
- Communication and coordination of department activities with other departments within the College and community agencies.
- Assisting in the formulation and implementation of departmental policies and procedures.
- Planning, ordering and directing the receipt, storage, maintenance and distribution of departmental supplies and equipment.
- Communication of faculty and student concerns, and program related issues to the Dean.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Master’s degree, preferably health care related, plus at least 5 years of experience in the field of OT including practice as an occupational therapist or occupational therapy assistant, administrative or supervisory experience, and at least 1 year of experience in a full-time academic appointment with teaching responsibilities. Must have an understanding of and experience with occupational therapy assistants. Must hold a current license to practice occupational therapy in the state of Texas. Must hold current certification from the National Board for Certification in Occupational Therapy.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills a must.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office and classroom 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 physical risk.