**JOB TITLE:** Instructor – Occupational Therapy Assistant  
**DEPARTMENT:** Occupational Therapy Assistant  
**REPORTS TO:** Chair of Occupational Therapy Assistant Program  
**FLSA status:** Exempt

**Position summary:** The faculty member is generally responsible for the overall duties associated with instructing students and actively assisting the 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 the development of policies and standards, which affect students and faculty.
- Plans and provides learning experiences for students 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 clinical course instruction and supervision based on course objectives.
- Participates in selection of textbooks, instructional aids and other educational equipment/resources.
- Is on time for classes and labs and promptly notifies the appropriate instructional administrator in the event of an unscheduled absence. Provides objectives, plans of the day’s activities, etc. for substitute instructor.
- Proctors all course examinations. Participates in reviewing, evaluating and revising curriculum as indicated.
- Participates in 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.
- Keeps accurate record of students’ attendance, progress and performance and records/reports this in a concise, meaningful form to the records office according to schedule.
- Encourages students to engage in self-evaluation in regard to behavior and academic/clinical performance.
- Reports student problems to the appropriate instructional administrator as deemed necessary.
- Attends and participates in all faculty, committee and program/college meetings.
- Assists with student registration as assigned by the Registrar.
- Engages in evaluation programs in an effort to assess teaching skills/strategies and to improve effectiveness.
- Earns CEU credit on an annual basis in area of teaching responsibility
- Maintains a professional working relationship with students, fellow faculty members, administration, staff and clinical personnel.
- Participates in the activities of the total faculty in ways, which benefit the College, the OTA program, and the faculty.
- Serves as faculty sponsor for student organizations if selected by the appropriate administrator.
- Participates in professional and community activities for the improvement of health care.
- Performs other functions consistent with an instructor’s professional responsibilities when requested by the appropriate administrator.
- Assists in the recruitment of students when appropriate.
- Serves as a good public relations agent, both in the classroom and the community.
- Remains loyal to Panola College and its purpose.
- Performs all other duties as assigned.

**Minimum Position Requirements:**

- Part-time minimum: Associate’s degree in OTA required, Bachelor’s degree preferred.
- Full-time minimum: Bachelor’s degree required; Bachelor’s degree in OT preferred.
- Hold a current license in the State of Texas.
- Three years of experience in OT service delivery.
- Teaching experience preferred.

**Knowledge, Skills, and Abilities Required**

- Must have a commitment to the philosophy of the college.
- Maintains professional competence in area of responsibility.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.
- Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.

Knowledge of current development in related fields of specialization with the ability to keep current with new developments.

Skills and ability to use current technology.

Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.

Ability to demonstrate consideration of others.

Ability to manage time to evaluate each student’s progress.

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 clearly and effectively present ideas in discussion and oral presentations.

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.
- 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.