



North Central State  
COLLEGE

# Position Announcement

## Faculty/Program Director Occupational Therapy Assistant Program

February 2, 2018

North Central State College is accepting resumes for a full-time Faculty/Program Director in the Occupational Therapy Assistant Program. This is a full-time, 9-month position beginning Fall semester (8/16/18).

### Essential Faculty duties/responsibilities include but are not limited to the following:

- Maintains minimum of 15 credit/18 contact hours of classroom or laboratory instruction per term and reflects a 40 hour work week.
- Meets with all classes as scheduled and provides the full component of instruction.
- Provides appropriate assistance and supervision to students in all classrooms or laboratories.
- Delivers instruction based on the learning objectives and course outcomes found in the official College syllabus.
- Develops and maintains appropriate course materials to be distributed to students.
- Maintains current knowledge and skills in the faculty member's discipline and in teaching strategies.
- Holds at least four (4) office hours per week for student consultation and advisement.
- Maintains accurate academic records for all students.
- Maintains accurate attendance records for all students.
- Reports attendance information, midterm deficiencies, and final term grade to the Student Records Office in the manner and by the dates specified.
- Operates within the organizational structure and policies of the College.
- Attends departmental, divisional, and professional development meetings and other College activities as required.
- Attends graduation ceremonies and assists as requested.
- Assists the divisional dean, assistant dean, and/or program coordinator in maintaining an inventory of appropriate educational supplies and equipment.
- Maintains proper housekeeping and safety rules in laboratories and classrooms.
- Maintains security of College property.
- Serves on College committees.
- Performs community service including serving on and working with community organizations, area agencies, and /or advisory committees.
- Maintains proper housekeeping, safety, and security in laboratory and classroom.
- Assists in maintaining appropriate educational supplies and equipment in laboratory and classroom.
- Maintains professional relationships with students, peers, and staff to promote competence, education, and training related to program.

### Essential Program Director duties/responsibilities include but are not limited to the following:

- Responsible for curriculum development and maintenance, including working with the Assistant Dean, course coordinators, and faculty to review and edit curriculum as necessary, eliciting advisory committee input for curriculum review, and annually recommending any needed curriculum and program changes.
- Responsible for recruiting, orienting, and evaluating adjunct faculty in consultation with the Assistant Dean.
- Responsible for working with faculty to develop and update course syllabi and CBE's.
- Schedules, plans, and attends program advisory committee meetings (at least two per year required).
- Coordinates and recommends to the Assistant Dean the selection of textbooks and the ordering of faculty desk copies in cooperation with appropriate course coordinators.
- Responsible for researching and recommending to the Assistant Dean equipment and supplies to be purchased for the program.
- Responsible for overseeing the maintenance of the equipment and facilities of the program.
- Responsible for coordinating and recommending to the Assistant Dean/course coordinator the ordering of books and materials for the library.
- Responsible for recommending to the Assistant Dean proposed lab fees in cooperation with course coordinators.
- Maintains contact with local employers through regular visitations and dialogue for the purpose of enhancing placement, recruitment, and curriculum development.
- Provides leadership for student advising in the program.
- Provides input to the Assistant Dean in the evaluation of all program faculty in matters related to the curriculum.
- Responsible for development of recommended semester master schedule for the program and presents the schedule to the Assistant Dean for review and implementation.
- Responsible for development of departmental goals and the evaluation of goal attainment. Seeks input from Assistant Dean and Dean in order to remain consistent with institutional goals.
- Provides Assistant Dean and Dean with necessary information related to room utilization needs and faculty scheduling. Assists as requested to coordinate and or resolve conflicts in relation to program needs.
- Prepares a recommended annual budget for the program which is submitted to the Assistant Dean and Dean for review. After review and finalization of budget, the program director is responsible for administering the program annual budget.
- Participates as requested or needed in the recruitment of students for the program.
- Schedules, chairs, and produces minutes of department meetings.
- Responsible for developing and providing necessary information for curriculum guides, brochures, College catalogue, capital plans and articulation agreements to Assistant Dean and Dean for review and implementation.
- Coordinates the program's internal assessment and participates in college-wide assessment activities.
- Performs other specialized duties that may be required by the particular program.
- Responsible for updating and maintaining accreditation documentation including preparing annual reports, self-study reports and addressing issues related to accreditation site visits. Works with the department Assistant Dean and Dean of the division to insure that accreditation standards are addressed.
- Responsible for coordinating faculty professional development as it relates to the program.

### Required Qualifications:

- **Education:** Occupational Therapist (OT/L) or Occupational Therapist Assistant (COTA/L) licensed in the state of Ohio. Master's degree in Occupational Therapy or relevant area required.
- **Experience:** 5 years of clinical practice including administrative experience and fieldwork supervision of Occupational Therapy Assistants. Minimum of 1 year academic teaching experience preferred.

Please express your interest in this position by submitting a letter of application and resume to:

**NORTH CENTRAL STATE COLLEGE**  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906

You may also apply online at: [www.ncstatecollege.edu](http://www.ncstatecollege.edu). Click on *Info For* then *Job Seekers*

Resumes will be reviewed until filled.