**University of Charleston**

**\*\*\* Job Description \*\*\***

Director, Master of Occupational Therapy Program

JOB TITLE: Program Director

CLASSIFICATION: A-3

DEPARTMENT: School of Health Sciences –Charleston Location

DATE:

TITLE OF SUPERVISOR: Dean of School of Health Sciences

**JOB SUMMARY:**

The University of Charleston in Charleston, West Virginia is a dynamic private institution with a learner centric outcomes-focused philosophy. The incumbent who serves as the Program Director of the Occupational Therapy program develops, organizes, administers, and assures effectiveness of the program, to ensure continuous program and institutional assessment. The Director must have strong organizational, interpersonal and verbal skills; experience in leadership; team-building; curriculum development. The program director will be responsible for management and administration of the program, including planning, evaluation, budgeting, selection of faculty and staff, maintenance of accreditation, and commitment to strategies for professional development. The Program Director is allotted sufficient release time to ensure the needs of the program are being met.

**Responsibilities:**

• Ensure compliance with University and programmatic accreditation, regulations and

policies.

• Maintain a system for Program evaluation

• Coordinate the admission process

• Identify and implement assessment

• Actively participate in professional development

• Curriculum planning, assessment, and evaluation of Occupational Therapy program.

• Maintain high standards of teaching; providing innovative, hands-on and relevant

education for students.

• Observe and evaluate faculty.

• Classroom teaching; student advising.

• Scheduling faculty and students.

• Secure and maintain collaborative relationships with clinical sites.

**Other duties:**

• Uphold state, federal and AOTA regulations and standards

• Maintain contact with professional agencies

* Maintain memberships with AOTA and WVOTA

• Provide supportive environment for faculty, staff, and students.

• Identify staffing needs and/or hiring strategies

• Attend administrative meetings as requested

• Identify community needs, resources and recommendations needed to support the

program goals

• Supervise OT Program faculty and Staff

• Supervise development of fieldwork placements and schedules

• Act as an academic advisor for students

• Maintain a reasonable course lecture and laboratory load and schedule

• Schedule and keep office hours convenient to students

• Identify and pursue professional development goals to improve teaching skills

• Implement varied teaching strategies to maximize learning

• Remain current in best proactive standards for the profession and education

• Assist faculty and staff in design and implementation of professional development plans

• Act as professional support system for faculty and staff

• Serve on committees as assigned

• Recruit students for the OT Program

• Hold semi-annual advisory board meetings

**Education/Certification**

• Doctorate degree in Occupational Therapy or a related field from a regionally accredited

institution required.

• Must be initially certified as an occupational therapist who is

licensed or credentialed according to regulations of the state of West Virginia.

• Eight years of professional experience as an Occupational Therapist

This experience must include:

* Clinical practice as an occupational therapist.
* Administrative experience including, but not limited to, program planning and implementation, personnel management, evaluation, and budgeting.
* Scholarship (e.g., scholarship of application, scholarship of teaching and learning).
* Understanding of the role of the occupational therapy assistant.
* At least 3 years of experience in a full-time academic appointment with teaching responsibilities at the postsecondary level.

**Skills/Abilities:**

• Proficiency in curriculum design, program administration, evaluation, instruction, and

academic advising.

• Strong academic and professional record.

• The ability to understand, accept and adjust to changes in personal, social and

professional environments and in professional responsibility.

• Ability to plan, organize and implement responsibilities effectively

• Strong active-learning skills for effective instruction

• Experience in a student-centric and hands-on learning environment

• The highest levels of integrity at all times

• Must be outcomes-oriented and student-centered.

• Exemplary interpersonal skills, verbal and written communication skills.

**Essential Functions of the Position:**

• Maintains accreditation standards.

• Reports directly to the Dean of the School of Health Sciences

• Prepares, reviews and administers the annual budget.

• Provides didactic instruction and evaluation of current students.

• Works with and supervises the Clinical Coordinator to evaluate and assure effectiveness

of the student’s clinical education.

• Provides remedial instruction and tutoring where warranted.

• Reviews/revises program policies, student handbooks and clinical procedures on a

continual basis.

• Participates on all university faculty, program committees and activities as required.

• Maintains current knowledge of the professional discipline through continuing education

and professional development at state and national conferences.

• Travels to state conferences.

• Strives for continuous program improvement.

• Schedules didactic and clinical classes.

• Advises/counsels current and potential students as needed.

• Schedules Advisory Committee meetings each semester.

• Works closely and co-supervises the program’s Administrative Assistant to ensure the

program’s needs are met.

• Travels to clinical instruction sites as needed to observe students in the professional

setting and to assess the facility for affiliation with the program and the University.

• Work collaboratively with University administration and other governing bodies; and

communicate successfully with a variety of constituencies.

• Performs other duties as may be assigned.

*The University of Charleston does not discriminate against any person because of race, color, religion, sex, sexual identity, sexual orientation, national origin, age, disability, or veteran status in administration of its educational policies, scholarship and loan programs, admissions, employment, athletics, and other school-administered programs in accordance with the laws of the United States and the state of West Virginia.*