

FULL-TIME FACULTY: Occupational Therapy Assistant/Academic Fieldwork Coordinator

RESPONSIBILITIES: (Non-inclusive)

This position description includes all of those responsibilities currently being carried out by full-time teaching faculty. It is not expected that all faculty will carry out all of these responsibilities in a given year. Each year, in conjunction with the division dean, faculty will be expected to establish goals and objectives, which will serve as the basis for evaluation. Some of the responsibilities included in the position description refer only to special disciplines or special faculty activities. When this is the case, the term “when appropriate” is appended.

Instruction:

- Teach assigned courses in areas of competency in a manner consistent with institutional and course goals and objectives.
- Set attainable instructional goals and objectives which are compatible with the approved rationale for each course taught.
- Select texts, supplemental documents, or other learning resources.
- Plan field trips, experiments, practice sessions, or other support activities which directly relate to course goals and objectives when appropriate.
- Evaluate students to determine progress toward course goals and objectives; assign final grades; determine correct course placement; and, when appropriate, evaluate experience and knowledge for the purpose of granting credit.
- Provide subject-area academic assistance to students seeking such assistance who are not making satisfactory progress and to those with special interests in the subject.
- Use reasonable precaution to help maintain a safe and healthy environment for students.
- Maintain a minimum of ten (10) posted office hours on campus per week calculated to be convenient for students (including, when applicable, appropriate consideration of evening students) and be available during those hours for student advising and conferences. The faculty member will be responsible for posting office hours on the faculty office door and for filing them with the division dean. “On campus” includes all assigned work sites.
- Maintain accurate records of student grades and communicate them on a timely basis to the appropriate institutional office. (In some special circumstances, federal, state or local laws or agency requirements may necessitate maintaining attendance and/or other records.)
- Attend general college, general faculty, division, department and advisory committee meetings.

Occupational Therapy Assistant/Academic Fieldwork Coordinator:

- Establish relationships with the clinical sites for the purpose of student placement.
- Secure and maintain clinical affiliation agreements/contracts to remain in compliance for student placement.
- Work with clinical sites to assign student placements.

- Provide support to clinical sites in relation to student training and completion of fieldwork requirements.
- Prepare students throughout curriculum for successful fieldwork placement.
- Assign students to clinical sites taking into consideration attributes of both the student and the site.
- Provide support to students at clinical sites to encourage student success.
- Provide remediation activities that address areas of suboptimal student performance.
- Provide review materials and activities for national certification exam preparation.
- Insure program's compliance with the fieldwork requirements of the ACOTE Standards.

Course and Curriculum Development

- Recommend to the division deans the revision, deletion or addition of courses or curricula.
- Evaluate and recommend catalog and support material revisions.
- Maintain updated course outlines according to prescribed college procedures and develop course syllabi to be distributed to students.
- Develop new courses when necessary.

Professional Growth

- Remain current with the field(s) of assigned instruction and related occupational areas.
- Acquire, maintain and apply knowledge of current instructional methodologies and materials.
- Participate in an annual faculty evaluation process in compliance with the procedures applicable to the faculty member's discipline.
- Attend scheduled divisional and professional development in-service activities.

Professional Services Related to College Activities (When Appropriate)

- Supervise students engaged in approved on- and off-campus activities.
- Serve as advisor to student organizations.
- Coordinate the activities of student employees and/or staff.
- Assist in articulation with local high schools, colleges and universities to which Lakeland students transfer and with companies and organizations that employ Lakeland students and graduates.
- Develop and offer non-credit continuing education and community service courses.
- Participate in community activities when they benefit the college.
- Participate in college awards programs.

Service to the College, Profession and Community

- Assist in the recruitment, selection, orientation and evaluation of college personnel.
- Participate in accreditation processes within the college.
- Support and participate in activities, communities and organizations.
- Participate in the registration process as needed.

- Assist in facility design and redesign when requested.
- Prepare and submit requests for requisitions for equipment and supplies as needed.
- Use reasonable precaution to provide for the proper use, care and security of college supplies, equipment and facilities.
- Assist in the preparation of semester schedules, faculty assignments, facility assignments and budgets as requested.
- Attend seminars, workshops and meetings of related professional organizations as time and budget permit.
- Respond to requests from businesses, civic groups and other community organizations for assistance appropriate for the community college.

QUALIFICATIONS (Required/Preferred):

- **Current and unencumbered licensure in the state of Ohio as an Occupational Therapy Assistant required.**
- A bachelor's degree in a related major awarded by an institution accredited by a regional accrediting body recognized by the U.S. Department of Education required. Masters' degree preferred.
- Certified by the National Board for Certification in Occupational Therapy (NBCOT) required.
- A minimum of two (2) years of documented clinical experience in more than one practice area relevant to the curriculum of the college's occupational therapy program required.
- Minimum of two (2) years clinical experience in pediatrics (preferably across multiple settings i.e., outpatient clinic, hospital and school) preferred.
- Previous teaching experience at a community college preferred.
- Previous experience supervising OTA/OT students preferred.

CONDITIONS OF EMPLOYMENT: This is a full-time faculty position with a minimum 178 day employment contract.

COMPENSATION AND BENEFITS: Review the [salary schedule](#) and read about the College's generous and comprehensive benefits at the Lakeland Community College website on the [human resources](#) page.

APPLICATION PROCESS:

Apply through the [college's website](#) and attach a cover letter and current resume with your submission. Applications will be accepted until the position is filled but application review will begin in early March with the goal of conducting interviews during the month of April.

***** TO AVOID DIFFICULTIES SUBMITTING YOUR APPLICATION, BE SURE THAT YOUR BROWSER (GOOGLE, FIREFOX, CHROME) IS UPDATED TO THE LATEST VERSION. ONCE YOU BEGIN TO COMPLETE THE APPLICATION YOU WILL NOT BE ABLE TO SAVE AND WORK ON IT LATER. BE SURE THAT YOU HAVE TIME TO COMPLETE THE APPLICATION IN ONE SITTING. ****

