

<b>Job Title</b>	Instructor and Academic Fieldwork Coordinator
<b>Department</b>	Allied Health Sciences and Nursing
<b>Reports To</b>	Dean, Allied Health Sciences and Nursing

## EMPLOYMENT TERMS

Full-Time
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## Qualifications

<b>Education</b>	An Occupational Therapy Assistant with an Associate degree from an ACOTE accredited program and a Bachelor's degree in a related field <b>or</b> an Occupational Therapist with a Bachelor's or Master's degree from an ACOTE accredited program.
<b>Professional</b>	Current/active Georgia license as an Occupational Therapist or Occupational Therapy Assistant
<b>Experience</b>	A minimum of three years of full-time clinical experience as an Occupational Therapy Assistant or Occupational Therapist. Work experience should include competencies, skills, and knowledge levels which the instructor will be expected to teach.
<b>Desirable Knowledge, Skills, and Abilities</b>	Understanding of the mission and philosophy of technical education. Effective oral and written communication skills. Knowledgeable about methods of students' evaluation Computer skills and ability to use common software programs (i.e. Microsoft Word, Excel, PowerPoint). The ability to implement technology into instruction.

## Responsibilities

<ol style="list-style-type: none"> <li>1. Teaches courses in the Occupational Therapy Assistant program based on schedule needs.</li> <li>2. Develops and updates instructor guidebooks for each assigned course, which contain course outlines, lessons plans, information sheets, remedial and enrichment activities, a list of audiovisual materials and computer software available, and copies of evaluation instruments or a written statement as to where they are located.</li> <li>3. Develops and updates a syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule, a list of the competencies, learning outcomes, the required textbooks, required tools and supplies, the evaluation, and grading procedures.</li> <li>4. Establishes an environment conducive to learning in the classroom and/or laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program.</li> <li>5. Prepares for class by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi; ordering supplies and equipment; reproducing of materials; and using a variety of learning modalities including instructional technology to augment instruction.</li> <li>6. Maintains course content, which is current, well organized, and related to course objectives and to student's previous learning.</li> <li>7. Demonstrates knowledge in the following areas: institutional services and policies; degree, diploma, and certificate programs offered by the College; job placement and follow-up; financial aid; library resources; and bookstore operations.</li> <li>8. Demonstrates knowledge of current trends in program's industry/business community and maintains contact with business community and professional organizations.</li> <li>9. Submits and updates all paperwork and required reports on time including booklists, class schedules, termination reports, inventory, student purchase/cost list, and student evaluations.</li> </ol>
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10. Selects staff development activities based on the following: student evaluations of course/instructor; performance evaluation; changes in business/industry and technical education; updates in technology; and/or professional needs.
11. Completes all staff development plan requirements each year and submits staff development 503 activity reports promptly.
12. Maintains credentials, licensure, and certifications required for teaching and for the profession.
13. Demonstrates effective written and oral communication skills.
14. Maintains control of class during instruction as well as handles disruptions in the classroom/lab.
15. Demonstrates respect for students as individuals.
16. Demonstrates accessibility in dealing with students' needs both individually and as a group; maintains posted office hours; and communicates clearly to students.
17. Demonstrates effectiveness in instructor performance as reflected by the majority of positive responses on student evaluations.
18. Counsels students with grades and attendance problems and refers students to the counseling center if needed.
19. Accesses student information from school wide student data systems for advisement and registration purposes.
20. Demonstrates effectiveness in instruction as evidenced by analysis of student performance on written and performance assessments and corrective actions taken to improve instructional delivery and student learning outcomes.
21. Maintains a copy of up-to-date state program standards and program guides to use as reference in curriculum development and revision.
22. Mentors new faculty members.
23. Provides input into College governance through the division's President Advisory (PAC) representative.
24. Participates in graduation exercises, open house, and other College activities.
25. Performs other duties as assigned by the Dean of Allied Health Sciences and Nursing.

**APPLICATION DEADLINE: Until filled**

Applications are submitted **on-line only** at [www.augustatech.edu](http://www.augustatech.edu).

**TRANSCRIPT REQUIREMENTS**

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to [srouse@augustatech.edu](mailto:srouse@augustatech.edu).

**PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required.

**CONTACT**

Shirley Rouse, Pre-Employment Manager at (706) 771-4026 or [srouse@augustatech.edu](mailto:srouse@augustatech.edu)

**SALARY**

*Commensurate with education and work experience.*

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