**POSITION ANNOUNCEMENT**

**POSITION:** Occupational Therapy Assistant, Program Director – Canton Campus

**POSITION DESCRIPTION**: Full-time twelve (12) month faculty position. Responsibilities include classroom and laboratory instruction and evaluation of student performance, curriculum planning and implementation, management of the program including accreditation reports and facilitation of ACOTE site visits, supervision of part-time OTA Faculty, participation in department and college committees and other duties as assigned by the Associate Dean and/or Dean of Health Sciences. Occasional travel to other campus locations.

**REQUIRED SKILLS:**

* Ability to manage all general aspects of OTA program including planning, evaluation, selection of faculty and staff, programmatic assessment, maintaining compliance with ACOTE standards, data collection and reporting, textbook selection, scheduling, managing fiscal and physical resources and commitment to strategies for professional development.
* Student/classroom management
* Faculty development
* Preparation and delivery of distance and face-to-face classroom content
* Computer skills and experience with Microsoft products
* Excellent decision making and problem-solving capabilities
* Ability to establish and maintain effective work relationships with students, faculty, staff, clinical partners, advisory committee members, and other stakeholders
* Skills in leadership, personal organization, time management, digital, written and verbal communication, technology application, interpersonal relations, and in written and oral presentation

**MINIMUM QUALIFICATIONS:**

* Master’s degree awarded by an institution that is accredited by a USDE-recognized institutional accrediting agency
* Current Georgia Licensure as Occupational Therapist or Occupational Therapy Assistant
* 5 years of documented experience in the field of occupational therapy.
* 3 years of experience as a faculty member with teaching responsibilities at the postsecondary level within their assigned areas of teaching
* Understanding of and experience with occupational therapy assistants
* Clinical practice experience as an OT or OTA
* Administrative experience including program planning and implementation, personnel management, evaluation and budgeting
* Documented experience to meet program objectives and mission of the institution

**PREFERRED QUALIFICATIONS:**

* Teaching experience in an ACOTE accredited Occupational Therapy or Occupational Therapy Assistant program
* Scholarship of application or teaching and learning
* Knowledge of ACOTE Occupational Therapy Assistant program accreditation requirements
* Experience in instructional design and methodology
* Experience in student evaluation and outcomes assessment
* Experience using Blackboard learning management system

**SALARY/BENEFITS**: Salary - $81,400 annually. Benefits include: paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that all Chattahoochee Technical College employees must be paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Contact Us” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume, transcripts and include three professional references’ contact information on the application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

asked to submit further documentation, including college transcripts.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE:** October 2025

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college’s accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or SDWarrington@ChattahoocheeTech.edu, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu

***A Unit of the Technical College System of Georgia***