

# Program Director, Occupational Therapy

Department: School of Nursing and Health Sciences

Reports To: Dean, School of Nursing and Health Sciences

Position Summary:

The Program Director will lead North Park's new Occupational Therapy Program. The Program Director is responsible for all aspects of the management and administration of the program, including the selection, hiring and professional development of the faculty and staff in the program as well as planning, evaluating, budgeting and accreditation of the program.

Essential Responsibilities:

- A. Administrative responsibilities
  - a. Oversee day-to-day operations
  - b. Supervise program faculty and staff
  - c. Prepare budget proposals
  - d. Collaborate with the faculty to determine staffing needs and teaching responsibilities; complete faculty load sheets
  - e. Recruit and interview prospective faculty and make recommendations for initial appointments
  - f. Evaluate faculty performance; recommend promotion and tenure of faculty to the Faculty Personnel Committee
  - g. Develop student recruitment and marketing strategies in collaboration with the Admissions Office
  - h. Represent the program in academic and profession matters at local, state and national levels
  - i. Coordinate agreements with clinical agencies and oversee clinical placements for students
- B. Program Responsibilities
  - a. Oversee all aspects of the occupational therapy program
  - b. Develop and plan class schedules and course offerings
  - c. Coordinate planning, development and revision of occupational therapy programs based on changes in the health care system and the occupation therapy profession
  - d. Oversee the evaluation and revision of the OT curriculum (e.g., exit interview, alumni survey, graduation rate survey, employer survey)
  - e. Participate in teaching

Essential Qualifications

- A. Academic Degree
  - a. Earned doctorate (PhD, EdD, DrPH, OTD)
  - b. Minimum of 8 years of experience in occupational therapy which must include clinical practice as an occupational therapist, administrative or supervisory experience, and clinical research.
  - c. Minimum of 3 years of experience in a full-time academic appointment with teaching responsibilities at the post-baccalaureate level.
- B. Certification and licensure
  - a. Initial certification by the National Board for Certification in Occupational Therapy (NBCOT)
  - b. Eligible for licensure in Illinois.

- C. Required Experience/Background
  - a. Eligible for the rank of associate professor or professor
  - b. Administration and leadership
  - c. Teaching
  - d. Curriculum design and implementation
  - e. Program evaluation
- D. Professional Requirements
  - a. Participate in professional development in areas of clinical expertise and interest
  - b. Participate in organizations consonant with professional competency
  - c. Produce scholarly work (seminars, presentations, research, publications)
- E. Knowledge Requirements
  - a. Expertise in administrative processes to include hiring, supervision, budgeting, program planning and evaluation, and policy development
  - b. Expertise in designated teaching areas
  - c. Identify the educational needs of students and, based on the curriculum design and accreditation standards, develop and instruct students.
  - d. Evaluate the impact of teaching on the teaching-learning process and implement modifications as appropriate
  - e. Knowledge of current research area of expertise
- F. Required Skills
  - a. Leadership
  - b. Course and program evaluation
  - c. Use of technology as part of the teaching-learning process.
  - d. Ability to develop constructive and cooperative working relationships with administration, colleagues, students, and community agencies
  - e. Use of logic and critical thinking to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
  - f. Flexibility and openness to change (positive or negative)
- G. Other
  - a. Computer literacy in Microsoft Word, Excel, Outlook, and databases needed.
  - b. Ability to maintain confidentiality.
  - c. Personal commitment to North Park's mission of Christian higher education.

Rank and Salary: Rank and salary commensurate with background and experience

Effective Date: Negotiable

*NOTE: Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.*