



MARION TECHNICAL COLLEGE POSITION POSTING

CLINICAL COORDINATOR

REPORTS TO:	Director of OTA Program	CLASSIFICATION:	Administrative (25%) Faculty (75%)
ORGANIZATIONAL AREA:	Instructional Services	WORKING HOURS:	M – F: Flexible
DEPARTMENTAL AREA:	Allied Health	FLSA STATUS:	Exempt
TRAVEL REQUIRED:	25% - 30%	RETIREMENT:	STRS or ARP
OTHER INFORMATION:	Full-time, 12-month position – may include some evening and weekend hours.		

POSITION SUMMARY

Responsible for instruction of technical courses within the Occupational Therapy Assistant Program (the “OTA”) and coordination of clinical education experiences. Establish academic fieldwork settings, the development of facility standards, the selection and evaluation of academic fieldwork settings, and the facilitation of the ongoing development of academic fieldwork settings and clinical faculty. Participate in the OTA and Marion Technical College (the “College”) activities to enhance services provided to students, including student academic achievement in accordance with the College-wide Assessment Plan. Provide quality instruction and assessment relative to the learning competencies defined by the College and the program.

ESSENTIAL JOB DUTIES, FUNCTIONS AND RESPONSIBILITIES

- 1) Demonstrate ability to network and promote programs within the occupational therapy community, develop clinical education relationships, and possess exceptional organizational skills to manage and continue development of the OTA program.
- 2) Plan, coordinate, facilitate, administer, and monitor academic fieldwork activities on behalf of the academic program and in coordination with academic and clinical faculty. Actively engage clinical faculty in clinical education planning, implementation, and assessment.
- 3) Monitor and refine the clinical education component of the curriculum. Facilitate quality learning experiences for students during clinical education and maximize available resources for the clinical education program.
- 4) Evaluate students’ performance, in cooperation with other faculty, to assess and improve learning. Determine ability to integrate classroom and clinical learning experiences to progress within the course of study.
- 5) Obtain secure clinical learning environments that demonstrate characteristics of sound patient/client management, ethical and professional behavior, and currency with occupational therapy practice. Educate students, clinical and academic faculty about clinical education. Provide documented records and assessment of the clinical education component (includes clinical education sites, clinical educators, etc).
- 6) Serve as faculty with administrative, academic, service, and scholarship responsibilities consistent with the mission and philosophy of the academic program. Demonstrate competence in clinical education, teaching, assessment of learning, and curriculum development. Demonstrate expertise, enthusiasm and creativity in teaching which produces an environment where learning and self-improvement occur.
- 7) Teach technical courses in accordance with the OTA course objectives, the established syllabus, and the schedule of classes (course load may vary as program development work changes) in a classroom/laboratory setting over the course of an academic year, including summers; equivalent faculty load to equal 75%. Participate in ongoing evaluation and continuous improvement of curricula and course content; evaluate student learning and outcomes.
- 8) Provide all forms of instruction to meet objectives and student learning needs corresponding to the level and content of the courses being taught. Prepare and update assigned course syllabi on a regular basis. Maintain accurate records of grades, attendance, etc. Make periodic reviews of literature and implement supplemental teaching aids.

- 9) Assist OTA Program Director to host CEU courses and other clinical faculty development activities on campus for practitioners of occupational therapy. Promote OTA program to community through hosting of open house, visits to schools and community groups, participating in campus visit days arranged through Office of Admissions. Participate in OTA Program Accreditation Commission on Occupational Therapy Education (ACOTE) accreditation activities. Assist with program assessment measures, analysis of results and implementation of results.
- 10) Serve as curriculum coordinator for courses designated by the Director of OTA Program. Coordinate and provide curricular materials to assigned community faculty. Effectively communicate and organize curricular materials with community faculty members. Prepare course computer disks or binders containing teaching notes, handouts, quizzes, exams and any other supplemental teaching materials.
- 11) Provide advice and assist students with scheduling and registration for successful course degree completion. Maintain proper number of office hours to accommodate student needs and accurate records.
- 12) Assist in the development and implementation of policies and procedures and develop faculty instructional schedules in accordance with MTC policy. Serve on internal and external committees as assigned, including community service.
- 13) Establish and monitor safety practices within the classroom and laboratory and at clinical sites.
- 14) Flexibility to meet instructional classroom schedules at the facility and visit off-campus clinical sites, as needed. Ability to teach lecture and laboratory courses and operate laboratory equipment.

QUALIFICATIONS

Bachelor's degree in related discipline required. Licensed Occupational Therapist or Occupational Therapy Assistant through the State of Ohio and three years of relevant work experience required. Experience in higher education, teaching, instruction, and/or administration preferred. Must have a valid driver's license.

ADA SPECIFICATIONS

This position is classified as **Faculty** and will teach in a wide range of educational venues to provide quality instruction to a diverse student population for the college, primarily in a classroom or office setting.. Further information may be obtained from the Human Resources Office.

DISCLAIMER

Any other duties deemed appropriate may be assigned - The duties and responsibilities defined above are not an all inclusive list, but a general summary of typical duties. Individuals in this position may be asked to perform a wide range of related tasks, within the scope of their education or certification, to ensure that the highest level of educational services are provided. We all share the responsibility of doing whatever is required to make Marion Technical College a great place to be - for an education and for a career.

Marion Technical College provides equal opportunities regardless of race, color, national origin, sex, disability, age, military status or sexual orientation.

APPLICATION INFORMATION

Please submit cover letter, resume/vita and three professional references by mail, fax or e-mail to one of the following below. Review of applications will begin on July 2, 2010 and continue until the position is filled.

Mail: Marion Technical College
Attn: Human Resources
1467 Mt. Vernon Avenue
Marion, OH 43302

E-Mail: employment@mtc.edu

Fax: 740-725-4071