

## Occupational Therapy Assistant Instructor

### Description:

**CBD College** is a non-profit, Private Post-Secondary Healthcare Career College with an emphasis on in-demand medical careers. **CBD College** has been providing quality education and training for over 32 years and is looking for a Full time **Occupational Therapy Assistant Instructor**. This is an outstanding opportunity for a service-oriented individual to help our students begin their journey toward their new careers.

### SUMMARY:

Under the general supervision of the Program Director, the Occupational Therapy Assistant instructor is responsible for providing an educational atmosphere where students have the opportunity to fulfill their potential for intellectual, emotional, physical, spiritual and psychological growth. Responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with CBD College policies.

The Occupational Therapy Assistant Instructor is under the direct supervision of the Program Director.

*This is a **Full Time** position.*

### JOB FUNCTIONS:

- Implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identify, select, and modify instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Assist in assessing changing curricular needs and offer plans for improvement.
- Maintain effective and efficient record keeping procedures.
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicate effectively, both orally and in writing, with students, parents, and other professionals on a regular basis.
- Collaborate with peers to enhance the instructional environment.
- Model professional and ethical standards when dealing with students, parents, peers, and community.
- Ensure that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification.
- Assume responsibility for meeting his/her course and school-wide student performance goals.
- Demonstrate gains in student performance.
- Participate in training and presentations about online teaching.
- Meet professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
- Perform other duties and responsibilities as assigned by their supervisor. All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning

### KNOWLEDGE, SKILLS AND ABILITIES:

- Possess strong oral and written communication skills
- Work independently with little direct supervision
- Work as part of a team
- Accept responsibility and is self-motivated
- Demonstrate strong work ethic to achieve academy goals
- Display effective multi-tasking and time management skills
- Utilize all required and recommended OTA computer applications

**MINIMUM ENTRY REQUIREMENTS:**

- Licensed Occupational Therapist or Occupational Therapy Assistant
- Teaching and online experience valued
- Minimum of 3-5 years field experience.