

**Occupational Therapy Instructor/Developer**

<b>Position Title:</b>	<b>Occupational Therapy Instructor/Developer</b>
<b>Contract Term:</b>	<b>9-month Academic year</b>
<b>Accountable To:</b>	<b>Dean of CTE</b>
<b>Salary:</b>	<b>\$64,011 minimum</b>

**Summary of Position:** The Occupational Therapy Assistant (OTA) Instructor / Developer delivers high-quality instruction in the OTA program, preparing students for the NBCOT Certified Occupational Therapy Assistant (COTA) examination and employment in a variety of clinical and community settings. The position is responsible for teaching, curriculum development, assessment, advising, recruitment, retention, fieldwork supervision, and full course management in Canvas.

The instructor provides a respectful, culturally relevant, learning environment that supports Turtle Mountain College's mission by integrating the culture and values of the Turtle Mountain Band of Chippewa. The position aligns with accreditation standards, North Dakota CTE quality standards, and workforce-aligned education through partnerships with clinical and community organizations.

**Key Responsibilities:**

**Instruction & Student Learning**

- Develop and teach OTA courses that provide students with knowledge and skills required for occupational therapy practice, including anatomy, kinesiology, activity analysis, therapeutic interventions, assistive technology, mental health, and community-based practice.
- Plan and deliver hands-on lab experiences and supervise fieldwork, ensuring compliance with program standards.
- Use simulation, scenario-based learning, and case studies to replicate real-world occupational therapy settings.
- Prepare course syllabi, instructional materials, assessments, and maintain accurate academic records in Canvas.
- Provide timely feedback and academic support to promote student learning, professionalism, retention, and successful completion.

**Advising and Retention**

- Advise students academically and professionally from entry through program completion.
- Assist with student recruitment through community outreach, information sessions, and campus visits.
- Monitor student progress and implement retention strategies that promote persistence, fieldwork readiness, and graduation.
- Support students in preparation for certification exam and workforce entry in collaboration with CTE Placement Office and clinical partners.

**Curriculum Development**

- Develop, review, and update OTA curriculum to meet current standards, evidence-based OT practice, and workforce needs.

- Collaborate with faculty, staff, and industry partners to ensure curriculum relevance and clinical applicability.
- Incorporate the culture and values of the Turtle Mountain Band of Chippewa into the curriculum to support Indigenous student success.

#### **Canvas Course Development**

- Build and maintain Canvas course shells, including modules, assignments, assessments, and instructional content aligned with accreditation standards.
- Ensure accessibility and compliance with institutional and accreditation requirements.
- Monitor student engagement and provide instructional and technical support using Canvas tools.

#### **Assessment & Student Learning Outcomes**

- Develop, assess, and report on program and student learning outcomes, including Indigenous student learning outcomes.
- Evaluate student performance using multiple assessment methods and apply data-informed practices for continuous improvement.
- Utilize assessment results to enhance instruction, curriculum, and student support services.

#### **Program, Institutional & Service Responsibilities**

- Establish and maintain partnerships with clinical sites.
- Organize, participate in, and document advisory board meetings to ensure program quality.
- Participate in program assessment, accreditation compliance, recruitment, retention, and continuous improvement activities.
- Support community engagement, service-learning, and workforce development initiatives.
- Engage in professional development and participate in college committees and institutional events.
- Other duties as assigned.

#### **Scholarship**

- Engage in ongoing professional development and contribute to occupational therapy education through writing, presentations, conferences, grants, or professional activities.

#### **Minimum Qualifications**

- A bachelor's degree in Occupational Therapy or a related field
- North Dakota Licensed Occupational Therapist (OT) or Certified Occupational Therapy Assistant (COTA) with eligibility to teach OTA courses.
- Minimum of two (2) years of clinical OT experience, including at least one (1) year in a setting relevant to OTA practice.
- Ability to travel, work flexible hours, and supervise fieldwork at multiple sites.

#### **Preferred Qualifications**

- Master's degree in OT
- Previous teaching or training experience in occupational therapy or allied health programs.