

Core Educational Cooperative

Job Description and Requirements

OCCUPATIONAL THERAPY ASSISTANT

Requirements:

- A. Educational Level:
 - a. Graduated from an accredited program of Occupational Therapy Assistant
- B. Certification:
 - a. Licensed as an Occupational Therapist Assistant in South Dakota
- C. Supervises
 - a. Children birth to 21 years old
- D. Physical Requirements
 - a. The position requires good physical skills in hand-eye/mind-eye coordination and gross motor skills including lifting, crawling, crouching, stooping, getting down to and up from the floor, reaching with arms and hands, etc. Use of wrists, hands and fingers in keyboarding and typing. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description. The ability to drive a car is required.
- E. Other Requirements.
 - a. Excellent oral and written communication skills. Demonstrates skills in human relations, leadership, and conflict management. Demonstrates competency with computers and use of word processing, spread sheets, and data entry. Demonstrates ability to work well with others.

Reports To:

Occupational Therapist

CORE Director

Receives Guidance From:

Superintendents and Principals

Essential Functions and Duties:

1. Conduct, developmental screenings and diagnostic evaluations.
2. Work with children with a wide range of disabilities, from mild or moderate to severe and/or multiple disorders.
3. Provide occupational therapy as a related service directly, indirectly and consultatively to infants, toddlers, preschoolers, school-age children, and adolescents.
4. Ability to determine the need for an occupational therapy evaluation and to score and administer appropriate assessment tools to evaluate the student.
5. Ability to interpret the evaluation data and write a comprehensive report that reflects strengths and barriers to student's participation and occupational performance.
6. Assist districts and parents in determining appropriate adaptive equipment, modify environments and identify materials including assistive technology.

7. Demonstrate knowledge of state rules and regulations regarding special education and related services.
8. Demonstrate assessment and observation skills including interviewing, data interpretation and functional skills in relation to the academic environment.
9. Have knowledge of fine motor development, I therapy treatments (improving, developing and restoring functions) and equipment (set-up, maintenance, cleaning, ordering, adaptation and repair).
10. Demonstrate consultation and collaborative skills with team, families, students and peers.
11. Establish and maintain appropriate record keeping procedures.
12. Schedule and conduct evaluations and screenings as the need occurs.
13. Monitor student progress and provide continuous feedback to teachers and parents to enhance learning.
14. Collaborate with and train other professionals and parents to facilitate students' academic, physical and social skills in an educational environment.
15. Serve as a resource to school staff and the placement committee.
16. Assist with referrals to agencies and specialists as needed.
17. Write reports and participate in annual review conferences.
18. Develop appropriate Individualized Family Service Plans (IFSPs) and Individualized Education Programs (IEPs) for children with disabilities following state and district guidelines.
19. Maintain student records regarding the referral, evaluation and placement process in compliance with district, state and federal requirements.
20. Provide counseling and education to families.
21. Serve as consultants to other educators and related professionals.
22. Understand and practice confidentiality with regard to the requirements set for in the Family Educational Rights and Privacy Act (FERPA).
23. Complete paperwork to assist with billing and determining necessity of services within member schools.
24. Other duties as assigned by the Occupational Therapist or Director.

Working Conditions:

A. Inside Outside Both

XXX

B. Climatic Environment:

Typically, work is conducted in comfortable classrooms, offices and other appropriate school settings. However, some working areas are not climate controlled and may be subject to extremes in temperature and humidity. Varying degrees of travel is required for this position which may result in exposure to outside elements because of weather conditions.

C. Hazards:

Some classrooms, offices and school settings may expose employees to communicable diseases. In a typical school setting exposure to chalk dust, chemicals, fumes, stairs, etc. are potential hazards including structural supports, equipment, materials and other overall environmental surroundings. Travel between schools and other school settings may cause exposure to hazardous driving and walking conditions because of weather conditions.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name