

**TITLE:** CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

**QUALIFICATIONS:**

1. Certified Occupational Therapist Assistant certification
2. Valid driver's license and personal automobile for use on district business
3. Knowledge of principles and current practices in field of educationally-related occupational therapy
4. Knowledge of operation and care of related equipment, supplies and materials
5. Ability to communicate effectively, verbally and in writing, with students, parents, staff and community
6. Ability to understand and follow variety of instructions furnished in written, oral, diagram or schedule form
7. Ability to provide consultation and training to staff, parents and others as appropriate regarding occupational therapy services
8. Ability to develop schedules and maintain accurate records

**REPORTS TO:** Administrator as assigned

**JOB GOAL:** To provide occupational therapy services to students referred for assessment by or enrolled in District special education programs

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in gathering information for assessments of students to determine eligibility for educationally-related occupational therapy services
2. Assists in reviewing occupational therapy reports presented to Individualized Education Program (IEP) team from parents/guardians/outside agencies relative to educational needs for students within the District
3. Assists in developing recommendations for educationally-related occupational therapy services procedures and protocols
4. Plans, schedules, implements and evaluates appropriate educationally-related occupational therapy programs; monitors student progress and evaluates plans on regular basis
5. Evaluates need for and provides training to staff and parents/guardians as appropriate for use of adaptive equipment to meet educationally-related occupational therapy needs
6. Maintains accurate records and assists in providing reports for use in IEP team meetings; attends IEP meetings as appropriate
7. Confers with parents/guardians regarding plans for educationally-related occupational therapy services
8. Maintains safe and orderly therapy area
9. Participates in ongoing professional development and maintains knowledge of current research-based educationally-related occupational therapy practices
10. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year according to current schedule; classified salary schedule, class 42

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable.