

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	CERTIFIED PHYSICAL/OCCUPATIONAL THERAPY ASSISTANT	2.12.4
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PURPOSE

To improve student achievement by providing appropriate intervention services, assisting the student to develop functional life skills within the course of their school day. Provides staff consultation, staff training, and student assessment as directed by a Licensed and Registered Occupational Therapy (OTR). Provides interventions in the areas of fine motor, sensory processing, self-help and vocational skills. Services may also include providing adaptive equipment or assistive technology to increase the student's ability to function independently with school-based and self-care occupational tasks.

CLASS CHARACTERISTICS

Positions in this class provide functional evaluation, assessment, direct and consultative intervention, for students who demonstrate impairment or loss of gross or fine motor functioning, perceptual motor and sensory motor functioning, and deficits in activities of daily living.

SUPERVISION RECEIVED AND EXERCISED

Educational supervision to be provided by a licensed educational administrator and clinical supervision to be provided by a Licensed and Registered Occupational Therapist.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Assessing student's level of functioning and need for therapy under direction a Licensed and Registered Occupational Therapist (OTR/L).

Assisting in developing an Individual Educational Program (IEP) for each qualified student and participating in IEP meeting with parents, at the direction of the OTR/L.

Implementing therapy programs to meet IEP goals and monitoring program implementation in the classroom.

Teaching parents, teachers, or educational assistants and other appropriate personnel to implement sensory and/or motor programs as developed by the Occupational Therapy team.

May also fabricate, modify and monitor adaptive, therapeutic and sensory motor equipment and splints.

Participating in a variety of professional meetings such as Assistive technology, Feeding and Swallowing Team, Autism, and other meetings as appropriate.

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Facilitating professional development activities for department and/or school staff.

Referring students for consultation by other professionals, per District guidelines and in consultation with the OTR/L.

Fabricating specialized adaptive equipment, splints and devices using appropriate materials, techniques and tools in consultation with the OTR/L.

Instructing student and classroom staff in the use of a variety of adaptive devices and monitoring effective use and condition.

Collecting and recording data on therapy programs.

Monitoring therapy programs using observation, data, and/or pre-post testing and report to the IEP team and the OTR/L.

Managing student behavior during therapy.

Working cooperatively and communicating appropriately with teaching, support staff and the OT/PT team.

Purchasing, maintaining and inventorying equipment and supplies to support OT/PT team.

Attending staff meetings and serving on committees as directed.

Completing required reports and other forms promptly and in an acceptable manner.

Developing and adhering to a daily schedule.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Etiology, characteristics, and prognosis of major handicapping conditions for school age individuals

Occupational therapy theory, practice and modalities, and district, state and federal policy and procedure

A variety of therapeutic techniques and modalities and the ability to change or modify them to meet student education needs

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Normal developmental sequences and learning patterns

Role of an occupational therapy assistant and the ability to explain that role to others

Assistive technology devices and software

Safe feeding and swallowing interventions, procedures and assistive devices

Adaptive equipment fabrication techniques and safe use of shop tools

Ability to:

Conduct occupational therapy evaluations at the direction of OTR/L

Work as part of a multidisciplinary team, consult with education staff, and direct educational assistants, if necessary

Complete written reports, assessments, billing and protocols in a timely manner at the direction of the OTR/L

Maintain confidentiality in all matters relating to students

Creatively develop and implement appropriate therapeutic interventions to meet the educational needs of the students to help them access their education

Seek professional development to maintain a high level of knowledge, skills and modalities for school-based practice and to fulfill continuing education requirements to maintain State of Oregon licensure and national certification through National Board for Certification in Occupational Therapy (NBCOT)

Experience and Training:

Graduation from an occupational therapy assistant program.

Pass and hold a current national certification from the National Board for Certification in Occupational Therapy.

Hold or be eligible for a State of Oregon Occupational Therapy Assistant license.

Experience in a pediatric and school-based occupational therapy.

Special Requirements:

Possession of, or ability to obtain, a valid Oregon driver's license.

Possession of, or ability to obtain, a first aid card.

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Work Environment:

Climate controlled office and classroom settings and exposure to moderate noise intensity levels. May include some work outside or in maintenance shop for fabrication of equipment. Extensive travel to district sites.

High level of contact with district personnel. Minimal level of contact with outside agencies/community.

Physical Requirements:

Frequent fingering, talking and hearing, reaching and handling. Occasional stooping, kneeling crouching and bending. Varies daily; can include standing for long periods, sitting at a computer or with a student, lifting adaptive devices and equipment and lifting students into and out of positioning equipment. Vision: Frequent near and far acuity, depth perception and peripheral vision.

Strength: Medium/heavy – Exert force to 50-75 pounds occasionally and/or 20 to 35 pounds of force frequently, and/or 10 pounds of force constantly to move objects. May involve significant stand/walk/carry/push/pull.

Salem-Keizer School District is an equal opportunity employer.

Position: Licensed & Certified Occupational Therapy Assistant

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____