



# HUMAN RESOURCES

## JOB DESCRIPTION

**Job Title: Occupational Therapy Assistant**    **Salary Block:** Instructional Support  
Pay Grade Level 6

**Reports To:** Special Education Director

**Wage/Hour Status:** Non-Exempt

**Terms of Employment:** 187 Days

### **Minimum Qualifications:**

Education/Certification:

- Licensed as an Occupational Therapy Assistant
- Completed an occupational therapy assistant educational program that is approved by the American Occupational Therapy Association and all fieldwork requirements
- One to two years of work experience

### **Special Knowledge/Skills:**

- Demonstrates ability in working with administrators, teachers, students, and parents
- Specific knowledge in developing and implementing environmental and educational modifications for eligible special education students
- Ability to communicate effectively with physicians and other appropriate outside agencies

### **Performance Responsibilities and Duties:**

1. Assist the Admission, Review, and Dismissal (ARD) Committee in the development of an effective and appropriate Individual Education Plan for eligible special education students
2. Confer with administrators, teachers, and parents to relate student progress and provide alternative strategies, techniques, and materials suited to attainment in the least restrictive environment
3. Maintain a professional image by developing positive relationships with school personnel, community agencies, and parents
4. Assure that the delivery of occupational therapy services complies with state examining board regulations and State Board of Education rules
5. Work with the Special Education Director to assure a smooth flowing support systems for special education
6. Attend PT/OT meetings to share experiences and knowledge in the delivery of services
7. Collaborate with other assessment personnel during development of the Comprehensive Individual Assessment
8. If selected, serves on the Adaptive Assistive Devices Team to provide assessment and technological aid

9. Provide the necessary information regarding occupational therapy services to the Special Education Director
10. Participate in home visitations to provide screening, training, and medical referrals
11. Monitor student eligibility folders to ensure compliance and implementation of the Individual Education Plan
12. Provide direct and indirect occupational therapy services to students who qualify for therapy as a related service according to the goals and objectives established by the Occupational Therapist and agreed upon by the ARD Committee
13. Articulate to the general public the school district's mission and goals and the ways special education supports these goals
14. Monitor and adhere to legislative and legal information related to special education assessment, placement, related services, and implementation
15. Adhere to ethical guidelines set forth by the Occupational Therapy Association
16. Perform other duties as assigned by the Special Education Director

**Other Responsibilities**

17. Participate in professional development activities as requires by the District.
18. Follow established safety procedures to perform job duties; support District/department goals.
19. Maintain a professional code of ethics and perform job duties as assigned.
20. Maintains a professional level of confidentiality concerning personnel and students.
21. Upholds and adheres to safety rules and policies of the CISD safety program.
22. Supports the goals and objectives of the school district and follow all district policies.
23. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
24. Performs any other duties as assigned by the appropriate supervisor.

**Working Conditions:****Mental Demands / Physical Demands / Environmental Factors:**

Ability to communicate effectively (verbal and written); interpret policy, procedures and data; coordinate district functions; maintain emotional control under stress.

Frequent district wide and occasional statewide travel; occasional prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Terms of Employment**

Work year established by the Superintendent; Salary according to schedule adopted annually.

**Evaluation:**

Job performance will be evaluated annually as per district policies and procedures

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Print Name

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Employee Signature

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Date