



OCCUPATIONAL THERAPY ASSISTANT

QUALIFICATIONS:

- Completion and graduation from an accredited Occupational Therapy Assistant program
- Passing national certification examination through NBCOT
- Current State of Illinois licensure as an Occupational Therapy Assistant

REPORTS TO:

- Director of Special Education

JOB SUMMARY:

- Responsibilities of the Occupational Therapy Assistant, working under the supervision of a licensed Occupational Therapist, include addressing the physical/motor, developmental, and sensory needs of students to support their participation in school routines and daily school activities, support access to their environment and education, and facilitate their achievement of maximum independence with school-based occupations.
- Employment period is 9 months
- FLSA Status: Exempt

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate an understanding of school-based occupational therapy services and legalities, occupational therapy theories, models of practice, principles, evidence-based practice, human development, and sensory processing as well as knowledge and appreciation of the influence of disabilities, socio-cultural and socioeconomic factors on a student's ability to participate in occupations
2. Deliver services under the supervision of and in partnership with Occupational Therapists and actively participate in the supervisory process
3. Collaborate with the supervising Occupational Therapists and use effective clinical decision making to assist with the development of the IEP, treatment plan and service provision.
4. Deliver direct and consultation treatment minutes as indicated on the IEP, demonstrating the ability to select, adapt, grade, and sequence relevant occupations and purposeful activities that support intervention goals
5. Demonstrate effective and professional oral and written communication; documentation shall be timely, thorough, accurate, and organized to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate
6. Demonstrate skill in the areas of environmental and task analysis, modifications/adaptations, and adaptive equipment/assistive technology to aid in ensuring adequate access and maximal independence for student participation in school activities and educational programs
7. Report and discuss student status and progress in a concise and professional manner during team meetings
8. Work collaboratively with educational personnel, parents, students, and community agencies to support student success and address the needs of students
9. Assist as needed with education and training to school personnel, parents, and students to support students' ability to perform and engage in school related occupations - this may be on an individual basis, or on a larger scale such as in-service training.
10. The Occupational Therapy Assistant caseload assignments can include students ranging in age from 3 through 21 with a variety of disabilities/diagnoses; assignments are subject to change - the assignment can include working with students in general education and/or various levels of self-contained or specialized classrooms and programs
11. Attend and actively participate in staff meetings, in-service training, professional development activities, and continuing education courses as appropriate and required for the purposes of maintaining licensure and strengthening therapeutic skills
12. Perform all duties necessary to the position and such other duties as may be assigned by supervising therapists or the Director of Special Education

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.