

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
July 2, 2026

2026-27

Job Title:	Occupational Therapy Assistant	Salary:	\$27.92/hr – Negotiations in Progress
Reports To:	Building Administrator and Student Support Services Director	Range:	13
Location:	Central Peninsula Area Schools Kenai Peninsula, Alaska	Hrs/Day:	7 hrs/day
		# Days:	184

JOB QUALIFICATIONS: The Occupational Therapy Assistant (OTA) shall be responsible to the Director of Student Support Services in the areas relating to supervision and administration of the system-wide special services program. The OTA shall be highly competent in the following skills: Administration and interpretation of individual measures of fine motor skills, sensory motor skills, visual motor and visual perceptual skills, self-care skills, and sensory regulation under the supervision of an occupational therapist. Develop and carry out programs for significantly impaired children under the supervision of an occupational therapist. Cooperative planning and in-service training. Ability to instruct students and school personnel in the use of functional and adaptive equipment and devices.

JOB DESCRIPTION: Report to the principal for matters that relate to building occupational therapy services. Report to the program coordinator/director for matters that relate to program development and procedure. Assist with the identification of students with disabilities. Work as a team member in developing and implementing appropriate programming, services, and placement of students. Measure and interpret individual assessments of referred students to school personnel and parents, under the supervision of an occupational therapist. Analyze placement of children and assist teachers, through such analysis, to gain a better understanding of student strengths and weaknesses. Interpret occupational therapy services to school personnel and the community. Identify needed resources and relate them to student IEP's. Complete OT reports and other reports requested by the program manager or IEP team, under the supervision of an occupational therapist. Other duties as assigned.

Knowledge, Skills and Abilities

1. Requires knowledge of instructional technique, ability to work with children with disabilities, and skill in preparing and presenting lessons.
2. Requires patience, willingness, and skill in supervising children under various circumstances, including children with behavioral challenges.
3. Must be self-motivated and able to work independently.
4. Must have a valid driver's license as position requires travel within the central peninsula area. Must be able to provide own transportation.
5. Requires ability to keep accurate records, prepare numerical and written reports, and to attend to detail.
6. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others. Requires ability to collect data on student performance on a daily basis.

Required License and Education on file with the KPBSD Human Resources Office in accordance with AS 08.84.030

1. High School Diploma or recognized equivalent
2. Official transcripts verifying completion of an Associate of Applied Science degree or equivalent in Occupational Therapy Assistant studies from an accredited institution, consistent with AS 08.84.030.
3. Occupational Therapy Assistant (OTA) license issued by the State of Alaska.

Language Skills: Ability to read, analyze, and interpret professional journals, technical procedures and governmental regulations. Ability to write reports and procedure manuals. Ability to effectively present information and respond to questions from groups.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students. Ability to establish and maintain effective working relationships with students, peers, and parents.

Physical Demands: While performing the duties of this job, the employee will occasionally sit, walk or stand. The employee will occasionally reach forward or above the head more than the average person. The employee must occasionally lift and/or move and push up to 90 pounds such as students and students in wheelchairs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

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