

## Union Public Schools Job Description

**Position Title:** Occupational Therapy Assistant  
**Department:** Special Education  
**Reports To:** Director of Special Services

**FLSA Designation:** Non-exempt

**SUMMARY:** Provides therapeutic activities under the supervision of a Registered Occupational Therapist (O.T.). Assists registered OT with treatment planning to meet stated IEP goals. Records attendance and documents individual therapy activities daily.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Observes students informally in the school setting.
- Implements IEP goals.
- Assists with program development.
- Assists with ordering supplies/materials.
- Maintains O.T. equipment room.
- Maintains treatment plan and progress records.
- Participates in required IEP meetings.
- Collaborates with O.T., special education and regular teachers.
- Completes Medicaid documents.
- Provides direct & indirect services as specified on IEP's.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Some supervision of students when the teacher is temporarily absent.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** High School diploma or general education degree (GED) and certification by National Registration Exam.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Certificate by National Registration Exam (COTA).

**LANGUAGE SKILLS:** Ability to read and interpret document such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine correspondence. Ability to speak effectively before groups of customers or employees of the District.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to computer rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to operate typewriter, ditto, photocopying machines and computers. Ability to assume responsibility for supervising students, understanding and carry out oral and written instructions. Ability to develop effective working relationships with students, staff and the school community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee will occasionally sit, walk, or stand. The employee will also frequently squat, stoop, kneel and repeat the same hand or finger motion. The employee must occasionally lift and/ or move up to 100 pounds to lift or move students that are wheelchair or non wheelchair bound. Specific vision abilities are required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is exposed to infection at a greater risk than the average person. The employee is frequently required to interact with public and staff and is directly responsible for the safety, well being or work output of students.

The noise level in the work environment is usually moderate.