

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Certified Occupational Therapist Assistant	
<i>Supervisor:</i> Special Education Assistant Director	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9 months	<i>Grade:</i> 11

Job Summary

The certified occupational therapist assistant works with students from 3 to 21 years of age who are physically, mentally, developmentally, emotionally, socially, learning, visually, hearing, and/or multiply disabled. Implements therapy programs, provides consultative services to school personnel and families, and functions in accordance with the philosophy, laws, rules, and regulations of this profession.

Essential Job Functions

Gives input to the licensed occupational therapist regarding the assessment and evaluation of students, when requested.

Reviews IEP put in place by the multidisciplinary team, which includes the licensed occupational therapist. Delivers therapy in accordance with the goals and objectives set forth in the IEP.

Under the supervision of a licensed occupational therapist, provides direct services to students including utilizing treatment procedures involving physical, sensory, manual, creative, and recreational or play activities. Treatment procedures are designed to:

1. Maintain or improve motor functioning such as normal development motor patterns, range of motion, muscle strength, gross and fine motor coordination, activity tolerance, and gait training.
2. Improve level of functioning in the areas of visual, auditory, tactile, kinesthetic perception, and perceptual-motor integration skills.
3. Improve psycho-educational development by enhancing self-image, developing social interaction skills, and helping the child discover constructive alternatives.
4. Help the child achieve a maximum level of independence in toileting, feeding, personal hygiene, dressing, grooming, and mobility.
5. Help the child acquire homemaking and vocational skills and appropriate work habits through pre-vocational activities.
6. Instruct the student in the use of functional and adaptive equipment and devices, orthotics, and prosthetics.

Provides indirect services, together with and/or under the supervision of a licensed occupational therapist, including the following:

1. Participating in intervention team, evaluation team, and child study team.
2. Utilizing a team approach to planning and treatment with school personnel, families, physicians, and agencies.
3. Stressing follow-through of occupational therapy goals in the classroom setting and supporting classroom goals in the therapy treatment program.
4. Maintaining a close, effective working relationship with parents for follow-through of occupational therapy treatment goals in the home.
5. Providing training to the appropriate persons regarding effective methods to aid particular students.

6. Maintaining background, assessment, and treatment records in accordance with administrative policy and the Right to Privacy Law.
7. Procuring and instructing in the use of adaptive equipment and devices for the student and/or classroom.
8. Attending outside clinic and agency meetings as appropriate.

Monitors and trains other staff and members of a student's family. This involves education and supervision of other persons in the implementation of occupational therapy methods and techniques as stated on the student's IEP.

Provides consultation in a work-centered, problem-solving, helping relationship. As a consultant, the therapist assistant shares knowledge, experience, abilities, and skills within the process of helping remediate education-related problems through the use of occupational therapy principles and concepts.

Other responsibilities include scheduling students for treatment, in coordination with other services and program activities.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Responsible for use and monitoring safe use of therapy equipment and tools both simple (low tech) and more complex (high tech). Examples: splinting and switch-making tools, computer-based equipment, position equipment, suspension equipment, and manipulatives.

Independent Decisions

Plans, implements treatment interventions, and documents data from service delivery within the goal areas established by the IEP and subject to review of the occupational therapist.

Makes input suggestions and observations as a part of the re-evaluation process.

Communicates with the supervisor and other staff as situations warrant.

Observes student response to treatment and interrupts if student has a negative response. Reports, as needed, to the nurse and supervisor for further instruction on modifying activity.

Primary Working Contacts

Frequent contact with supervising occupational therapist, students, teachers, support staff, parents, and nurse.

Responsibility for Cash, Equipment, Safety

Responsible for the safe use, including contra-indications, of all equipment and for the proper care and handling of assigned students.

Supervision Received and Exercised

Receives supervision from an Alaska licensed occupational therapist as addressed in the Alaska Statutes of Professional Regulations for Occupational Therapy, 12 AAC 54.630.

Unusual Working Conditions

None.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure. Must be able to lift 50 lbs. on a daily basis. Ability to haul, set up, and manipulate equipment, and to enable transfer of students in and out of wheelchairs, standers, or other positioning equipment.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following is required:

1. Must possess a State of Alaska Occupational Therapy Assistant license.

The following are preferred:

1. Experience working in a public school system.
2. Pediatric therapy experience.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.