

Red Wing Public Schools Position Description

Certified Occupational Therapy Assistant

General Information

Department:	Special Education
Unit:	Non-Classified Personnel
Immediate Supervisor:	Assistant Director of Special Education
Grade Placement:	13
FLSA Status:	Non-Exempt

Position Summary

The Certified Occupational Therapy Assistant is responsible for providing direct and indirect services to children with exceptional gross and fine motor needs in accordance with established treatment plans to improve, develop, restore or maintain client participation in self maintenance work, leisure and play in educational environments.

Essential Duties and Responsibilities

1.	Provides direct and indirect occupational therapy services to children in accordance with treatment plans and direction of an Occupational Therapist. a) Implements treatments to aid in the development of gross and fine motor skills, daily living skills, sensory motor, work, leisure or productive activities. b) Assists in the design and implementation of therapeutic programs.
2.	Provides information and collaborates with the district personnel regarding occupational therapy activities, procedures, and student needs.
3.	Maintains documentation and records; contributes to a student's IEP; and provides information and informs staff regarding student progress. Collects data for student goals and objectives. Collects information for evaluation and writes evaluation reports under the direction of the Occupational Therapist. Completes monthly service billing logs.
4.	Adapts educational and physical environments, tools, materials, and activities to aid in student needs. Instructs educational staff on the use of adaptive equipment, positioning and sensory/motor, functional motor and oral motor program and assists with integration in the classroom environment.
5.	Maintains therapy rooms, equipment and inventories. Orders therapy equipment in accordance with district procedures and policies.
6.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 2 years of college

Degree Information: Associate's Degree

Major Field of Study or Degree Emphasis: Certified Occupational Therapist Assistant program

Required Work Experience: 3-6 months working in long-term care, hospital rehabilitation, general medical or equivalent experience preferred

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- Certified Occupational Therapy Assistant license in Minnesota
- National Board Certification in Occupational Therapy

Essential Knowledge Required to Perform the Essential Functions of the Position

- School and department policies, procedures, guidelines and philosophy.
- Concepts, interventions and techniques used in occupational therapy appropriate to school settings
- Human anatomy and physiology with emphasis on muscular-skeletal, circulatory and nervous systems.
- Disabilities and medical conditions.
- Fundamentals of occupational therapy techniques adapted to the educational setting.
- Laws, rules and regulations governing students with disabilities in Minnesota Public Schools, and local rules and regulations governing due process and services to students with disabilities

Essential Skills Required to Perform the Work

- Communicating effectively on interpersonal and group levels.
- Implementing treatment plan interventions to address student needs.
- Working independently with minimal supervision.
- Planning, prioritizing, and organizing tasks, time and delegated functions.
- Maintaining effective working relationships with clients.
- Implementing prescribed occupational therapy activities in accordance with IEP and treatment plans.
- Preparing and maintaining accurately case written records, charts and reports of student activities and progress.
- Instructing students in the operation and use of adaptive equipment to address their special needs.
- Instructing patients and families on basic occupational therapy techniques.
- Dealing with children, staff, parents, administrators and other educational professionals over parent and student issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

Classification History and Approval

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