

Job Title:	Certified Occupational Therapist Assistant	Wage/Hour Status:	Non-Exempt
Reports to:	Facilitator OT and PT	Pay Grade:	910
Dept./School:	Special Education Evaluation Services	Date Revised:	May 11, 2023

Primary Purpose

Provide direct and indirect therapy to students requiring occupational therapy in the school setting to access special education within the least restrictive environment. Follow therapeutic intervention to eliminate or reduce problems or impairments that interfere with student's ability to derive full benefit from the educational program.

Qualifications**Education/Certification**

Associate of Applied Science Degree
Valid/Current Texas license as an Occupational Therapy Assistant

Special Knowledge/Skills

- Excellent organizational, communication and interpersonal skills
- Knowledge of rehabilitation procedures, activities and equipment used in occupational therapy
- Ability to follow instruction and manage occupational therapy services

Experience

Zero (0) to Two (2) years related experience

Major Responsibilities and Duties**Instructional and Program Management**

1. Participate as a member of the Multidisciplinary Team to ensure integrated Individual Education Plans (IEP).
2. Participate in the implementation of integrated IEP's.
3. Responsible for completion and submission of Service Delivery Logs/Session Notes on a timely basis.
4. Perform duties relating to the provision of staff and school personnel in-services concerning occupational therapy issues.
5. Implement direct and indirect services consistent with occupational therapy goals/objectives contained in students' IEPs.
6. Report student progress and assists in determining continued need for occupational therapy services.
7. Design, construct, modify, and provide students with adaptive equipment and devices to promote maximum independence as directed by the Occupational Therapist.
8. Participate in the Admission Review and Dismissal Committee to assist with the dissemination of the assessment data.
9. Report the OTR's recommendations for appropriate placement and goal setting for students according to district procedures.
10. Consult with educational staff and parents regarding occupational therapy.
11. Provide staff development training in assigned schools to help school personnel with selection and use of adaptive equipment and understanding of the occupational therapy program.
12. Consult with parents, teachers, district personnel and other relevant people regarding the needs of students on their caseload to enhance their work with those students.
13. Compile, maintain and file all reports, records and other documents required.
14. Comply with policies established by federal and state law, State Board of Education Rules, local board policy, and state licensing agency.
15. Comply with all district and campus routines and regulations.
16. Communicate effectively with colleagues, students, and parents.
17. Participate in professional development activities to improve skills related to job assignment.
18. Assist in the selection of equipment and adaptive material.
19. Develop and maintain effective individual and group relationships with students and parents.

- 20. Create an environment conducive to learning that is appropriate for the maturity level, interest and needs of the student.
- 21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise Certified Occupational Therapy Assistant Fieldwork Students

Equipment Used

Small and larger pieces of equipment in providing therapy services, such as adaptive chairs, therapy balls, scooter boards, slant boards, easels, a wide variety of hand tools, visual perceptual/visual motor materials, pencil grips, sensory related materials, assistive low, mid, and high technology, etc.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting and carrying. May be required to lift and transfer students to and from wheelchair or assist with positioning students with physical disabilities. Mild to moderate standing, walking, and going up and down stairs.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.