



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Occupational Therapy Assistant (OTA)**

Position Type: Exempt	Department: District Office
Salary Schedule: Other Professional Staff	Reports to: Director of Student Support Services and Motor Coordinator
Term of Employment: 9 months	Location: Schools
Shift: Day	Date: June 8, 2017
	Approved by: Human Resources

POSITION SUMMARY:

Assists in providing occupational therapy service for eligible students.

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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Provides screening services for referred students, within required timeline.
- Participates as a consultant for the General Education Intervention Team (GEIT) and Multi-Disciplinary Evaluation Team in developing strategies in order to enhance the student's learning in the educational setting.
- In collaboration with an OTR, prepares and implements IEP goals and objectives that are purposeful, goal-directed and developmentally sequenced.
- Provides OTR prescribed treatment to eligible students with disabilities in special education programs or who require specialized ancillary services in the general education classroom and using pull-out services only when necessary.
- Suggests ways to integrate therapy goals and objectives into daily classroom and home activities.
- Provides consultation and inservice education to staff and families.
- Prepares and maintains accurate and thorough therapy progress notes, therapy logs and compliance documentation.
- Seeks assistance from and collaborates with OTR, when necessary, to ensure quality, appropriate services to students as required by licensure standards.
- Observes accepted safety practices with regard to students and equipment.
- Attends required department and campus meetings.
- Demonstrates knowledge of content and therapeutic knowledge.
- Demonstrates knowledge of students.
- Selects IEP Goals and Objectives.
- Demonstrates knowledge of resources.

- Designs coherent instruction.
- Assesses student learning.
- Creates an environment of respect and rapport.
- Establishes a culture for learning.
- Manages session procedures.
- Manages student behavior.
- Organizes physical space and resources.
- Communicates clearly and accurately.
- Provides feedback to students.
- Demonstrates flexibility and responsiveness.
- Reflects on teaching.
- Maintains accurate records.
- Communicates with families.
- Contributes to department, school and District.
- Grows and develops professionally.
- Shows professionalism.
- Performs any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must possess a current license as an occupational therapy assistant issued by the Arizona Board of Occupational Therapy Examiners in order to practice occupational therapy in the State of Arizona.

EDUCATION AND/OR EXPERIENCE:

- Must have graduated from an accredited college or training program in occupational therapy.
- Pediatric experience preferred.
- Continuing education in the field of special education, preferably in the public school setting.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Demonstrates the ability to write routine reports, business correspondence and procedure manuals.
- Demonstrates the ability to present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here 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.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.