

North Kingstown School Department

FUNCTIONAL JOB DESCRIPTION

Job Title:	Certified Occupational Therapy Assistant
Department:	Pupil Personnel
Reports to:	Director of Pupil Personnel Services or the Assistant Director of Pupil Personnel Services For Occupational Therapy supervision ONLY: the assigned Register Occupation Therapist
Supervises:	n/a
Description of job:	

POSITION SUMMARY:

- Provides occupational therapy services to students, on an individual, small group or whole-class basis under the supervision of a Registered Occupational Therapist in accordance with state regulations as outlined in the student's treatment plan.
- Provides occupational therapy consultation to teachers.
- Develops treatment plans consistent with OT assessments and in concert with other relevant service providers and teachers.
- Implements a program of treatment based on assessed needs.
- Collaborates with other service providers to develop and implement co-treatment interventions.
- Participates as a member of the Evaluation Team or the IEP team (as Case Manager)

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Assists the Registered Occupational Therapist in the evaluation process as needed or directed.
- Identifies indications for and assists in evaluation at appropriate intervals under the direction of the Registered Occupational Therapist.
- In concert with the Registered Occupational Therapist, assists in identifying a problem list, short term goals, long term goals and treatment plans for assigned students.
- Monitors student's response to the intervention and consults with teacher(s), other service providers, and members of the child's IEP Team.
- Adheres to the established school schedule and student schedule with modifications as are appropriate for the student.
- Maintains a record of progress monitoring of the student's growth and improvement.
- Provides/recommends/fabricates adaptive devices or other equipment, tools or items that may be appropriate to the student.
- Provides home suggestions important for the student that may include demonstrating and modeling appropriate use for the parent(s).
- Participates in all school-based meetings relevant to the students on the case roster (teacher/team meetings, ET meetings, IEP meetings). Provides treatment in accordance with established standards of practice, school department procedures and standards.

OTHER DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Confers formally and informally with other team members in collaborating on the OT treatment plan and other therapies the child may be receiving.
- Assumes responsibility for ongoing continuing education and professional development.
- Adheres to the North Kingstown School Department rules, policies and procedures for professional conduct.
- Maintains appropriate records and reports in the student's file to ensure a complete picture of the student's occupational therapy program treatment.
- Reports to work on time and coordinates schedule with other service providers to avoid scheduling conflicts.
- Maintains positive relationship and rapport with other service providers, teachers, administrators and staff.
- Maintains regular communication with parents to ensure collaboration and cooperation.

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- Adheres to established confidentiality standards. Projects positive and professional image at all times.
- Performs other duties as assigned.

Protective Personal Equipment:					
Classification:	Sedentary:	Light:	Medium: X	Heavy:	Very Heavy:
<i>Classification Key:</i> Sedentary – Exerting up to 10 lbs. of force occasionally; negligible amount of force frequently to lift, carry, push/pull or otherwise move objects; Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects; Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects; Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects; Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.					
Driving Requirements:	None:	Manual: own vehicle	Automatic: own vehicle		

Work Environment			
Floor Surface:	Tile and/or carpet		
Inside:	up to 100%	Outside:	up to 5%
Lighting:	Fluorescent or Incandescent		
Vibration:			

PHYSICAL DEMANDS

LIFTING						
Maximum weight lifted: up to 50 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.		x				
35 – 50 lbs.						

CARRYING						
Maximum weight carried: up to 35 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.		x				
20 – 35 lbs.		x				
35 – 50 lbs.	x					

PUSHING/PULLING						
Maximum push/pull: 10 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		x				
10 – 20 lbs.	x					
20 – 35 lbs.	x					
100 + lbs.	x					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			x		
Standing		x			
Walking		x			
Bending		x			

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Twisting		x			
Crawling		x			
Kneeling		x			
Squatting		x			
Climbing		x			
Reaching – Vertical		x			
Reaching – Horizontal			x		
Grasping		x			
Pinching		x			
Manual Dexterity		x			
Fine Dexterity					

FREQUENCY KEY: *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties 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.

Education and/or Experience:

Associate Degree in Occupational Therapy from an accredited program

License/Certificate/Certification:

Successful completion of the National Certification for Occupational Therapy Assistant

Current state licensure or licensure eligible in the State of Rhode Island

Technological and/or Technical Skills:

Computer skills necessary to do the job in an efficient manner.

Communication Skills:

Strong communication skills (spoken and unspoken)

Planning Skills:

Ability to prioritize needs and respond to requests in an organized fashion.

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Interpersonal and Problem solving skills:

Ability to interface with parents, students and staff members in a helpful, efficient and professional manner. Ability to maintain complete confidentiality on all school, administrative, family and student issues.

Terms of Employment:

Year to year

Evaluation:

Yearly

Date: 8/2017