

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

Supervisor: Special Education Director

GENERAL JOB DESCRIPTION: To assist the Occupational Therapist in Implementing the individual educational plan for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with colleagues, supervisors and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project over-all concern for personal appearance as it relates to job performance.
8. Assist in therapeutic services aimed at enhancing the student's potential for learning.
9. Assist students in acquiring the functional performance skills needed to participate in the education environment.
10. Help students function independently.
11. The COTA will assist in assessment, screening, evaluations, reassessment, treatment activities and documentation following initial direction of the OTR.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Other tasks as may be deemed appropriate and necessary by the immediate supervisor, the principal and/or the superintendent.

QUALIFICATIONS:

1. High School diploma or GED. Additional education and/or training desirable.
2. The completion of a planned program through an accredited institution.
3. Passage of the National Exam for Certified Occupational Therapy Assistants.
4. Certification with the American Occupational Therapy Certification

PHYSICAL REQUIREMENTS:

Sitting, standing, lifting and carrying, reaching, climbing, squatting, kneeling, and moving light furniture may be required (up to 50 pounds). This position requires much physical involvement. In traveling to the various schools, equipment must be transported from school to school. With various disabilities, lifting and positioning of children is required especially in the preschool setting.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. Training in First Aid and CPR.

EQUIPMENT /MATERIAL HANDLED:

1. Space, equipment and storage factors are crucial to the quality, effectiveness and efficiency of delivery of therapy provided by the school district. Available space should protect the safety of the children and be large enough for the implementation of therapy goals.
2. Knowledge of proper use of any equipment necessary for safety.
3. Follow all safety precautions in dealing with equipment/material.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Job responsibilities require both inside and outside assignments. This job requires traveling in any given day, dependent upon student caseload in school district. After hour work may be required. May make home visits when needed and appropriate. Must be able to work under stressful conditions.

TERMS OF EMPLOYMENT:

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____ Date: _____

Supervisor: _____ Date: _____