Clermont County Educational Service Center
Innovation & Excellence
HUMAN RESOURCES

JOB DESCRIPTION

JOB TITLE: Occupational Therapist Assistant

FLSA STATUS: Non-Exempt

EMPLOYMENT STATUS: Full-time, Part-time
Classified

REPORTS TO: Occupational Therapist and Supervisor of Special Education

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POSITION DESCRIPTION: Under the direction of the Occupational Therapist (OT), the Occupational Therapy Assistant (OTA) works to provide occupational therapy interventions to students with disabilities by implementing the Occupational Therapy Plan of Care. These services include contribution to and participation in the assessment, intervention and documentation process. The OTA provides counseling and consultation to parents, students and teachers regarding sensory and/or motor functioning. The OTA assists the educational team in providing and maintaining a safe and nurturing learning environment for all students, and maintains high level of confidentiality of students, parents and staff.

MINIMUM QUALIFICATIONS: To be qualified for this position, applicants must be 18 years of age or older and possess:

- Associate's degree or higher;
- Occupational Therapy Assistant license by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board;
- Ohio Department of Education Pupil Services/Occupational Therapist Assistant License;
- Hold the Certified Occupational Therapist Assistant (COTA) credential through the National Board for Certification in Occupational Therapist (NBCOT) preferred;
- State and Federal Background checks free of infractions as required by Ohio law and Board Policy;
- Ability to provide appropriate references;
- Ability to obtain and maintain certification in crisis prevention intervention and de-escalation techniques;
- Ability to maintain a high degree of confidentiality;
- Willingness and ability to work as a team member and with the public;
- Ability to exercise independent judgment;
- Computer expertise appropriate to the position;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Valid driver's license and/or provide own transportation;
- History of strong work record, including good job attendance; and
- Documented evidence of participation in mandatory annual trainings (i.e. SafeSchools).

ESSENTIAL FUNCTIONS OF THE POSITION:
The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. An individual employed by the Clermont County Educational Service Center in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.

- Explain overall occupational therapy services to students, family, teacher, psychologist and members of the multidisciplinary team.
- Coordinate services in conjunction with the occupational therapist (OT) in:
    - observing the student, administering tests and collecting data on sensory motor function as it relates to programs;
    - developing the IEP goals with the multidisciplinary team to meet individualized needs and to maintain complete student files for all students enrolled for service;
    - providing therapy to improve, develop or restore sensory motor functions;
    - preventing, through early intervention, initial or further impairment or loss of function.
- Participate in monitoring, consultation and direct services as directed by the OT;
- Summarize, records and reports evaluation data to the OT and multidisciplinary team;
- Ensures that all official documentation for the permanent educational record is countersigned by the OT;
- Prepare and maintain work setting, equipment and supplies;
- Promptly submits all administrative reports and forms by the deadline stipulated;
- Assist in developing an Individualized Education Program (IEP) for each student and participates in the IEP meeting with parents, at the direction of the OT. Does not interpret findings or negative changes;
- Research and recommend adaptive and sensory-motor equipment and devices when necessary and instruct and assist students in use of said equipment;
- Assist students in the transfer of newly acquired skills to the classroom and the home by working with students, their teachers and parents;
- Assist in the provision of specialized and adaptive activities in pre-vocational and vocational programs;
- Maintain records as required by law, school policy and administrative regulations;
- Communicate student progress to parent/guardian and other school personnel in compliance with Federal, State and legal program policies and procedures;
- Participate in the development of programs and research;
- Work cooperatively with teachers to schedule time for related service evaluation and implementation;
- Develop schedules and lesson plans for the delivery of occupational therapy services;
- Provide consultation to educational team members and parents in OT's areas of expertise in order to increase awareness and understanding of student's remediation program progress across school settings;
- Attend staff, IEP, behavior management, team evaluation, curriculum and other staff development meetings as necessary;
- Supervises volunteers and students in training;
- Maintain open communication with the school district staff (administration) regarding the status of the occupational therapy program (parent conferences, caseload, schedules, etc.);
- Maintain regular parent communication;
- Complete required paperwork in a timely fashion;
- Attend in-service programs or workshops related to maintenance of position;
- Engage in crisis prevention intervention and de-escalation strategies as necessary;
- Operate office machines, technology and equipment appropriate to the position;
- Maintain high standards of ethics, honesty and integrity in all matters;
- Comply with all Board Policies and Administrative Guidelines;
- Arrive on time to work each regular work day;

- Be in attendance every regular work day, excluding long-term illnesses, medical leaves, and other unique circumstances;
- Maintain strict confidentiality regarding all district, personnel and student information as required by federal, state and local policy;
- Be able to be adaptable and flexible with changes, updates, processes, and procedures; and
- Perform other tasks, consistent with the position, as may be assigned by Superintendent and/or designee.

OTHER DUTIES AND FUNCTIONS:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, contributing members of society.
- Help instill in students the belief in and practice of ethical principles and democratic values.
- Respond to routine questions and requests in an appropriate manner.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Therapeutic interventions for students with sensory and/or motor deficits, adaptive and sensory-motor equipment; child development, public education, content standards, board policies and procedures, building policies and procedures, staff handbook, Licensure Code of Professional Conduct for Ohio Educators, appropriate school law, and requirements of the Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board and the Ohio Department of Education.

Ability to: Interpret policies, procedures and regulations; follow instructions; communicate effectively; provide consultation; collect and analyze data; plan; schedule; organize; operate office equipment and other related technologies; move/lift moderate amounts of weight up to 50 pounds, and maintain equipment.

Skill in: Consultation, assessment; effective communication; use of computer and appropriate software applications (Microsoft Office or equivalent), printer, and other customary equipment.

EQUIPMENT OPERATED:

Computer and/or tablet, printer, scanner, filing cabinets, telephone, copier, fax machine, laminator, shredder, calculator, smart board, some hands tools, some appliances (i.e. washer, dryer, microwave, etc.), mobility equipment (i.e. wheelchairs, Hoyer lifts, etc.), adaptive equipment and devices, sensory regulation devices, and other related equipment.

PHYSICAL AND COGNITIVE DEMANDS:

Occasional: Climbing, balancing, kneeling, reaching above shoulders, math and moving/lifting amounts of weight up to 50 lbs.

Frequent: Standing, sitting, walking, stooping, crouching/squatting, bending, twisting/turning, and typing/keyboarding.

Continuous: Reading, writing, problem solving, concentration, attention to task, task completion, memory, hearing, seeing, regulating emotions, organizing/planning and following directions.

WORK ENVIRONMENT AND CONDITIONS:

Occasional: Exposure to moving parts, inclement weather driving conditions, loud noise, repetitive hand motions, offensive odors, blood borne pathogens, contagious diseases, bodily fluids and tissue, students with challenging behavior and aberrant and dysfunctional behaviors which could be potentially harmful.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the Center.

EVALUATION
Staff shall be evaluated in accordance with Board Policy.

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JOB DESCRIPTION

CLERMONT COUNTY EDUCATIONAL SERVICE CENTER

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow instructions and perform the duties required by the incumbent; supervisor, appointing author or designee. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Clermont County Educational Service Center Employee Handbook, which is available on-line at www.ccesc.org or in the Personnel Office.

_____ _____

Print Name Date

_____ _____

Signature Date

_____ _____

Superintendent or Designee Date