

CODE:
FLSA:

**KERSHAW COUNTY SCHOOL DISTRICT, SOUTH CAROLINA
JOB DESCRIPTION, OCTOBER 2007**

**JOB TITLE: OCCUPATIONAL THERAPIST ASSISTANT
DEPARTMENT OF SPECIAL SERVICES**

GENERAL STATEMENT OF JOB

Under limited supervision, provides continuity of coverage for occupational therapy services under the direct and indirect supervision of the OTR and manage occupational therapy programs in accordance with the philosophy, laws, rules, and regulations of the District. Reports to the Director for Special Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assists the OTR in the evaluation of children's needs.

Assists in the development and implementation of therapy programs.

Assists in providing consultative services to school personnel and families.

Assists the OTR in maintenance or improvement of motor functioning such as normal developmental motor patterns, range of motion, muscle strength, gross and fine motor coordination, and activity tolerance.

Under the direction of the OTR, develops and implements ways to improve level of functioning in the areas of visual, auditory, tactile, kinesthetic perception, and cognitive-perceptual-motor integration skills.

In conjunction with the OTR, assists in the treatment program to improve psycho-social development by aiding ego development, developing social interaction skills, and helping the student discover constructive alternatives.

Contributes to evaluation process under direction of the OTR.

Assists in interviewing student, family, and significant others using structured format as determined by the OTR for information (family history, self-care abilities, academic history, play history, and leisure interests).

Administers structures testes as directed by the OTR.

Summarizes, records, and reports own evaluation data to the OTR.

Under the direction of the OTR, assists the student to achieve a maximum level of independence in toileting, feeding, personal hygiene, dressing, grooming, and mobility.

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Under the direction of the OTR, assists the student to acquire homemaking and vocational skills and appropriate work habits through prevocational activities.

Under the direction of the OTR, instructs the student in the use of functional and adaptive equipment and devices.

Participates in educational planning and placement committees.

Stresses follow-through of occupational therapy goals in the classroom setting and supports classroom goals in the therapy treatment program.

Maintains a close working relationship with parents for follow-through of occupational therapy treatment goals in the home.

Provides training to the appropriate persons regarding effective methods to aid the mainstreamed handicapped student upon request.

Designs and constructs adaptive equipment and devices for the student and/or the classroom.

Recommends and suggests use of adaptive equipment and assists in the fabrication and instruction of proper use.

Attends outside clinic and agency meetings as appropriate.

Attends staff development and professional seminars and meetings to upgrade or maintain professional skills.

Performs all other duties and responsibilities designated by the OTR and Special Education Coordinator.

Receives and reviews student records, medical reports, IEPs, test results, psychological reports, etc.

Prepares and/or processes therapy evaluations, IEP goals and objectives, purchase orders, progress notes, memos, correspondence, mileage reports, inventory records, etc.

Refers to policy and procedure manuals, developmental charts, medical books, computer manuals, professional journals, laws and regulations, etc.

Interacts and communicates with the immediate supervisor, other District administrators and staff, school administrators and staff, students, parents, medical personnel, other therapists, and the general public.

Operates various types of machinery and equipment including a computer, printer, typewriter, calculator, copier, telephone, sewing machine, wheelchairs, goniometer, dynamiter, etc.

Uses clerical, copier and computer supplies; craft and sewing supplies, hand tools, fine motor skill tests, other therapy aides, etc.

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ADDITIONAL JOB FUNCTIONS

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires an Associate's degree in occupational therapy supplemented by experience in pediatric rehabilitation or school occupational therapy, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must possess national certification and state licensure as an occupational therapist; must possess a valid state driver's license. Must have successful completion of required fieldwork. Is able to work with children as well as parents and other staff members and gain their confidence. Is adaptable to new programs.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines and equipment including a computer, calculator, telephone, therapeutic equipment and supplies, etc. Tasks involve the regular, and at times sustained, performance of moderately physically demanding work, typically involving some combination of standing and walking for periods of time, climbing, balancing, stooping, kneeling, crouching, crawling, and involving the lifting, carrying, pushing and/or pulling of children, objects and materials of moderately heavy weight (20-50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving assignments and/or direction from supervisor.

Language Ability: Requires ability to read a variety of reports and documentation, policy and procedure manuals, medical texts, technical manuals, professional journals, etc. Requires the ability to prepare therapy plans, reports, records, recommendations, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

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Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees and clients. Must be able to communicate effectively and efficiently with persons of varying ages and educational/cultural backgrounds and in a variety of technical and/or professional languages including special education, medical, counseling, sign language, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use practical applications of geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape; to identify degrees of similarity or differences in form, shape, movement, texture, etc.; and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office and special therapeutic equipment/machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, therapy aides, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree and to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the Kershaw County School District as they pertain to the performance of duties of the Occupational Therapist Assistant. Has thorough knowledge of the organization of the District. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to plan, organize and prioritize daily assignments and work activities. Has comprehensive knowledge of the theories, methods, practices and materials of occupational therapy. Has considerable knowledge in the areas of special education, special needs assessment, pediatric rehabilitation, anatomy, sign language, etc. Has knowledge of how to develop effective relationships with assigned students. Has knowledge of how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to provide effective leadership and supervision as assigned. Is able to offer training and assistance to co-workers and employees of other departments as required. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to

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assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Has knowledge of proper English usage, grammar, punctuation and spelling; has the mathematical ability to handle required calculations. Has knowledge of and is able to use modern office practices and equipment, including computers. Has knowledge of how to react calmly and quickly in emergency situations. Is able to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

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Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.