

SECTION 387 CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

POSITION TITLE: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

REPORTS TO: Director of Special Education under the direction of a licensed occupational therapist

QUALIFICATIONS:

1. Ability to maintain confidentiality at all times.
2. Completion of an occupational therapy assistant educational program accredited by the American Occupational Therapy Association.
3. Successful completion of a comprehensive written examination administered by the American Occupational Therapy Certification Board.
4. Current certification by the American Occupational Therapy Certification Board.
5. Wisconsin State Certification from Medical Examining Board.
6. Current Department of Public Instruction certification for school occupational therapy - #885. License fee is the responsibility of the employee.
7. Ability to assume responsibility, displays initiative, and exercise good judgement.
8. Certified or certifiable for first aid, CPR and other related certification and/or training.

GENERAL RESPONSIBILITIES:

The certified occupational therapy assistant's function is to provide quality occupational therapy services to children with exceptional educational needs under the supervision of an occupational therapist. The level of supervision needed, either close or general, is determined by the occupational therapist based on the certified occupational therapists assistant's abilities and competency.

ESSENTIAL FUNCTIONS:

The occupational therapy assistant performs as required under the supervision of an occupational therapist.

1. Maintains confidentiality at all times.
2. Assist the data collection and evaluation of children with suspected needs.
3. Provide direct therapy following a written treatment plan (IEP) developed by the occupational therapist.
4. Share information to other school personnel regarding occupation therapy and the student
5. Travel to and among schools to provide services.
6. Maintain records of services provided.
7. Complete School Based Services paperwork on a monthly schedule.
8. Lift, transfer, and position children as necessary to provide therapy.
9. Recommend modifications of the treatment approaches to the occupational therapist to reflect changing needs.
10. Adapt environment, tools, materials, and activities according to the needs of the students.

OTHER FUNCTIONS:

1. Maintain treatment area, equipment and materials to ensure a clean environment.
2. Submit in a timely manner time sheets, and Support Staff Personal Leave Request Forms.
3. Perform other duties as assigned by the Director of Special Education and/or occupational therapist.

Certified occupational therapy assistant may be temporarily reassigned to ensure the smooth operation of the district in accordance with collective bargaining agreement.

Approved: March 13, 2000

Revised: April 26, 2004