

**TRI-COUNTY SPECIAL EDUCATION JOINT AGREEMENT
JOB DESCRIPTION**

TITLE: Occupational Therapist Assistant

QUALIFICATIONS:

1. Holds an Associates Degree in Applied Science as a occupational therapy assistant from an accredited training institution and be registered in the State of Illinois. Ongoing continuing education is expected to maintain updated knowledge and skills for practice as a school-based therapist.
2. Have experience in occupational therapy for handicapped children.
3. Exhibit a desire to work within an educational setting and to participate in a team approach to children with educators and parents.

REPORTS TO: Technical Assistant Supervisor and the administrator (s) in assigned schools.

TERMS OF EMPLOYMENT: 180 workdays, 6.75 hours per day, that teachers are in attendance.

PERFORMANCE RESPONSIBILITIES:

- A. Determines therapeutic goals in conjunction with the occupational therapist
 1. Reports and confers with the occupational therapist any observable data that relates to student performance
 2. Reviews assessment results with the occupational therapist
 3. Confers with occupational therapist, and Technical Assistant Supervisor and develops Individual Education Plan (IEP) goals and objectives as determined by the OT assessment on assigned students
- B. Participates in IEP conference
 1. Attends and presents OT IEP goals and objectives on assigned students
 2. Communicates to parents and other team members in a effective and professional manner
- C. Provides intervention services to students as established through the IEP
 1. Adheres to the frequency of intervention as determined by the IEP
 2. Carries out IEP goals
 3. Demonstrates appropriate planning, space, and equipment when administering intervention techniques
 4. Practices proper safety techniques and precautions
- D. Utilizes the team approach in working with therapist, teachers, parents, aides and attendants

1. Provides follow- through and reinforcement of other educational goals and objectives as they relate to functional perceptual motor, sensorimotor, and/or self-care skills.
 2. Communicates with other team members in a professional and effective manner.
 3. Works in conjunction with the staff in providing consultative and/or direct assistance to enhance the student's participation in education
 4. Participates in the development of home programs
 5. When appropriate, makes home visits and reports observations to occupational therapist regarding student's functional abilities within the home environment as it relates to his/her school performance.
- E. Adheres to rules and regulations
1. Observes designated working hours
 2. Complies with leave regulations
 3. Established written work schedule
 4. Provides written work schedule to occupational therapist and technical assistant supervisor.
 5. Administers interdisciplinary intervention with other team members: speech, PT, teacher, etc.
- F. Consults, instructs and assists classroom teachers, aides and attendants regarding positioning and handling, intervention programs and their utilization.
1. Demonstrates knowledge of proper positioning, handling and intervention programs
 2. Participates in the development of classroom fine and visual motor groups
- G. Participates in therapeutic feeding
1. Demonstrates an understanding of adaptive feeding programs
 2. Has knowledge of oral motor development including sucking, swallowing, chewing and general oral motor function
 3. Carries out adaptive feeding programs as designed by occupational therapist
 4. Demonstrates an understanding of the proper use of adaptive feeding equipment
- H. Assists in administrative duties
1. Maintains written records that document therapy sessions and provide updated information on student progress
 2. Assist occupational therapist with written communication to parents or physicians
 3. Organize occupational therapy schedule for assigned students
- I. Assists in determining and meeting student's adaptive equipment needs,
1. Participates in construction, maintenance and repair of adaptive equipment
 2. Demonstrates a knowledge of proper use and handling of equipment, and follows safety procedures in the use of this equipment
 3. Instructs others (teachers, aides, attendants) in the proper and safe use of adaptive equipment
 4. Serves as a resource to parents regarding adaptive equipment

Integration of Technology

1. Demonstrates continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.
2. Participate in the plan and design of effective learning environments and experiences supported by available software and technology.
3. Assist in the implementation of individual education and therapeutic plans that include methods and strategies for applying technology to maximize student learning in the curriculum of subject area(s) and/or grade level(s).
4. Apply technology to facilitate a variety of effective assessment and evaluation strategies.
5. Ability to learn and use email and web based calendar program.

08/07