

## Job Description

## OCCUPATIONAL THERAPY ASSISTANT

**Qualifications:** Possess a valid certificate issued by the Occupational Therapy Committee of the Indiana Medical Licensing Board. Adhere to the Indiana Occupational Therapy Certification Act (I.C. 25-23.5) as it pertains to the occupational therapy assistant.

**Skills & Attributes:** School based occupational therapy practitioners, in keeping within the score of their Practice Acts and the educational system, should possess the following skills and attributes to be effective members of the educational team:

- Knowledge of handicapping conditions of students with special needs.
- Knowledge of current federal, state and local laws and regulations
- Ability to assess the functional performances of students within their educational environment.
- Ability to participate in group decision-making during the Individualized Education Program process.
- Ability to interpret evaluation results correctly.
- Ability to plan and implement intervention strategies.
- Ability to communicate effectively (both written and orally) with educational personnel, administrators, parents, and community members.
- Ability to interpret the role of therapeutic intervention within the school setting to educational personnel, administrators, parents, and community members.
- Ability to document assessment and intervention results within the school setting in the proper manner for the school setting; and to relate this information to the educational goals of the student.
- Ability to develop, implement, evaluate, and modify activities for therapeutic intervention within the school setting, under the supervision of a certified occupational therapist.

### General Responsibilities:

- To provide therapy to Special Services' students, under the supervision of a certified occupational therapist, as a related service which is designed to maximize their potential for learning in the school environment, to maximize their ability to function in all environments, and educate them in how to maintain functional physical skills.

### Specific Responsibilities: (Performance Responsibility)

- Carry out occupational therapy programs for identified children under the direction of a certified occupational therapist.
- Evaluation/programming components may include:
  - home-work-school activities (use of adaptive methods and/or equipment, design devices, proper position, activities to improve visual/motor skills, perceptual/motor skills, child/family home programs)
  - developmental play/leisure activities
  - self-care activities (feeding programs, activities of daily living, oral motor skills, personal hygiene, fine-motor skills)
  - pre-vocational/vocational activities/skills (adaptive homemaking, adaptive device/equipment, occupational interests and aptitudes, evaluation and training)
- Provide information concerning evaluation results.
- Participate as a member of case conference and annual case review meetings.

- Make recommendations for elimination or modification of architectural barriers or accommodations.
- Coordinate integrated therapy with classroom teacher, to be incorporated into the educational program.
- Develop and present inservice training programs for Special Services staff and parents, as requested.
- Monitor and maintain therapy equipment and recommend purchase of necessary therapy and/or assistive devices.
- Complete necessary reports and paperwork as required by Article 7 and Special Services, Johnson County Schools.
- Supervise student practicum affiliations and physical therapy assistant.
- Additional duties may be assigned at the discretion of the Director of Special Education and/or the Governing Board