

Northfield

Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Certified Occupational Therapy Assistant	Department: Special Education
Immediate Supervisor's Position Title: Director of Student Services	FLSA Status: Non-exempt
Band/Grade/Subgrade:	Bargaining Unit:

Job Summary:

Under the direction of the Director of Student Services and the daily guidance of the Registered Occupational Therapist, the Certified Occupational Therapy Assistant provides services to children with special needs in accordance with the IEP plans and OT service requirements. This position implements established treatment plan to improve, develop or restore and maintain a child's active participation in self care, work, leisure, and play in the educational environment.

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides direct and indirect service to children according to a written treatment plan developed with a Registered Occupational Therapist.
Percent of Time:	65	

Tasks involved in fulfilling above duty/responsibility:

- Determine and provides level of service for Occupational Therapy in the Educational Environment for each child.

Duty/Responsibility No:	2	Statement of duty/responsibility: Assists with evaluations to determine needs of children for educational services.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Evaluates the behavior of children on an individual basis and in the classroom setting.
- Compiles data associated with evaluations of behavior to assist in determining needs of children.
- Recommends improvements to the written treatment plan to reflect the child's changing needs.
- Implements recommendations as they are approved by the Registered Occupational Therapist.

Duty/Responsibility No:	3	Statement of duty/responsibility: Maintains records and documentation as required by the treatment plan.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Determines the frequency of service to children.
- Compiles and documents frequency of service.

Duty/Responsibility No:	4	Statement of duty/responsibility: Collaborates with team members and acts as liaison between school staff and families of children with special needs.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Participates in team meetings with peers and Registered Occupational Therapists to provide input for treatment and outcomes.
- Travels to and among schools to provide services and interact with staff, families and students.

Duty/Responsibility No:	5	Statement of duty/responsibility: Determines physical assistance requirements and assistive technology for students and implements changes as necessary.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Assesses needs for lifting, transferring and positioning children, equipment and assistive technology for students.
- Initiates action to adapt environments, tools, materials and activities according to the child's needs.

Duty/Responsibility No:	6	Statement of duty/responsibility: Maintains treatment areas, equipment and supply inventories as required by the service plan.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Determines equipment and supply needs for multiple buildings.
- Orders supplies and equipment as required.

Duty/Responsibility No:	7	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma		Associate in Applied Science	
	High school diploma or GED.		Major field of study or degree emphasis: Occupational Therapy Assistant.	
	1 year college	<input checked="" type="checkbox"/>		2 years college
	3 years college	<input type="checkbox"/>		4 years college
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of school and department policies, procedures, guidelines and philosophy. • Knowledge of concepts, principles and fundamentals and techniques of occupational therapy. • Knowledge of human anatomy and physiology with emphasis on muscular-skeletal, circulatory and nervous systems. • Knowledge of disabilities and medical conditions. • Knowledge of occupational therapy techniques adapted to the educational setting. • Knowledge of the application and use of computers, business productivity software/applications such as Word, Excel, E-mail programs and other office productivity software utilized by the department in the performance of the job. • Knowledge of laws, rules and regulations governing students with disabilities in Minnesota Public Schools, and local rules and regulations governing services to students with disabilities. • Knowledge of first aid and CPR. • The skill and ability to communicate - both orally and in writing. 	
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training: At least one years of prior work related experience.				
Required Supervisory Experience:				
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: <ul style="list-style-type: none"> • Board Certification from the National Board for Certification in Occupational Therapy (NBCOT). • State of Minnesota license as a Occupational Therapy Assistant. • Certification in CPR and first aid. • Valid State of Minnesota Driver's License. 		

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Oral and written communication skills. • Ability to work independently with minimal supervision. • Planning, prioritizing, and organizing tasks and functions. • Establishing and maintaining effective working relationships with clients. • Ability to relate to children with special needs and their families. • Ability to follow and successfully complete both written and oral directions. • Implementing and carrying out prescribed occupational therapy activities in accordance with IEP and treatment plans. • Skills in maintaining accurately written records, charts and reports of patient activities and progress. • Ability to read, and accurately interpret written materials of a technical nature. • Ability to instruct clients in operation and use of equipment required for children with special needs. • Ability to instruct patients and families on basic occupational therapy techniques. • Computer skills of databases, reports, spreadsheets, documents, correspondence and E-mail. • Ability to transport self among school buildings. • Ability to communicate ideas clearly and concisely, both verbally and in writing.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Dealing with angry, hostile or uncooperative individuals and physical risks associated with physical work. Occupationally exposed to blood borne pathogens and other potentially infectious materials. Any potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit		x		
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl				x
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds			x	
up to 50 pounds			x	
up to 75 pounds		x		
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Human Resource's Signature

Date

Classification History: