

# **SPEED JOB DESCRIPTION**

## **Job Title**

Certified Occupational Therapy Assistant

## **Supervisor**

Principal/Program Administrator

## **Position Guide**

Other Non-Certified

## **Salary Range**

## **Qualifications**

- Hold a current State of Illinois Certified Occupational Therapy Assistant License registered with the Illinois Department of Financial and Professional Regulation.
- Demonstrate excellence in verbal and written communications.
- Experience with collaborative groups and processes in a student-centered environment.
- Other qualifications of academic, professional, and personal excellence as the Governing Board may specify.

## **Essential Duties**

1. Adapts school and classroom environment, tools and materials under the supervision of the Occupational Therapist for the purpose of improving student functioning and facilitating student access to curricular and instructional activities.
2. Assists Occupational Therapist with assessing students' fine motor, and development skills (e.g. oral motor, sensory integration, motor planning, developmental function, activities of the daily living, fine motor function postural tone, etc.) for the purpose of determining their deficits and developing recommendations.
3. Attends meetings and workshops (e.g. IEPs, training, team meetings, conferences, meetings with outside agencies, etc.) for the purpose of conveying and/or receiving information, including best practices for school OT delivery.
4. Implements therapeutic activities and instructs students, teachers, parents and other involved persons (e.g. positioning, adjusting special equipment, etc.) for the purpose of providing appropriate care to student's IEP plan for use in the classroom.
5. Maintains files and/or records in cooperation with the Occupational Therapist (e.g. progress reports, activity logs, etc.) for the purpose of documenting activities and/or ensuring an up-to-date trail for compliance with various state, federal, and administrative regulations.
6. Maintains treatment equipment and supplies in clean and proper working condition for the purpose of implementing motor/therapy goals.
7. Prepares written materials (e.g. activity logs, progress notes, reports, memos, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
8. Presents information (e.g. student performance data, clinical feedback, etc.) for the purpose of communicating information gaining feedback and ensuring adherence to established internal controls.
9. Provides direct occupational therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.

## **Job Responsibilities**

1. Makes professional decisions that demonstrate support of the mission, goals and best interest of SPEED.
2. Utilizes community, state and national resources where necessary to promote the safety and welfare of students.

3. Responsible for all assigned students and educational support staff as well as any assigned student teachers, interns, and volunteers working in the school for the welfare and safety of all students while in the classroom, on school grounds, during before and after-school activities.
4. Other duties may be assigned.

### **Skills/Competencies**

- Ability to read analyze and interpret documents including correspondence in print or electronic formats.
- Ability to establish and maintain effective working relationships with all members of the school community.
- Ability to communicate clearly and concisely in verbal or written form
- Ability to write reports as needed. The ability to effectively present information and respond to questions is required.
- Ability to perform essential duties within member school district requirements and SPEED policies.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to...

- Sit, stand, talk and hear for extended periods of time, operate electronic equipment; and reach with hands and arms and will repeat actions with the same hand, arm or finger motion.
- Have vision abilities required include close vision, and the ability to adjust focus.
- To have regular lifting, carrying, bending, pushing, and/or pulling and significant finger dexterity actions.
- Ability to physically manage and/or restrain students weighing up to 250 pounds, with assistance, when needed.

### **Ethics**

All district employees are expected to maintain a high level of ethical behavior and confidentiality of information regarding students, personnel, and all job related matters. In addition, all staff are expected to serve as a positive role model and work to ensure a safe building environment.

### **Terms of Employment**

- 180 Days
- Collective Bargaining Position

### **Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the SPEED Governing Board and the SPEED Collective Bargaining Agreement.

**Hiring Contact:** Human Resources Director – (708) 481-6100.

**ACKNOWLEDGEMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents.

\_\_\_\_\_  
Employee Name (Please Print

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Signature

\_\_\_\_\_  
Date