



## **JOB DESCRIPTION**

**Title:** Occupational Therapy Assistant --- ESY

**Reports To:** ESY Site Manager

**Job Goal:** Provide quality occupational therapy services. Service provisions is consultative.

### **Qualifications:**

1. Initial certification by the NBCOT (National Board for Certification in Occupational Therapy).
2. Illinois State Occupational Therapy Assistant license from Department of Professional Regulations
3. Strong management, written and interpersonal communication skills.
4. Ability to work independently and seek appropriate resources and support
5. Have knowledge and understanding of the Occupational Therapy Practice Framework
6. Function according to the AOTA *Code of Ethics (AOTA, 1988)* and *Standards of Practice (AOTA, 1992)*
7. Have knowledge of basic theory-based treatments and modalities appropriate in the educational setting including current evidence-based research
8. Understand special education process and the role of the occupational therapist to provide a continuum of services

### **Duties and Responsibilities:**

After establishing competency under the direction of supervising OT:

1. Develop intervention plans in collaboration with OT, including present level of performance, measurable goals, appropriate therapeutic priorities and methods to achieve stated goals
2. Implement the intervention plan directly or in collaboration with other team members
3. Adapt environment, tools, materials and activities according to the need of the student, providing clear directions to team
4. Embed appropriate interventions and strategies into naturally occurring routines and activities of the student's school day, providing clear directions to ensure carryover into student day and safe physical management of student
5. Reassess the effectiveness of therapeutic interventions and strategies, modifying plan as needed.
6. Use documents to communicate student progress, therapeutic methods and their effectiveness
7. Use appropriate data collection instrument(s) and methods to accurately gather information needed to determine student progress and response to interventions
8. Follow policies and procedures required in the setting
9. Manage resources (time/space/equipment) to meet needs of student and/or team

10. Demonstrate timely and consistent follow-through with paperwork, referrals, reports, logs, and other team requests/needs
11. Organize and manage schedule to meet the needs of students and building/program teams.  
Be on time for workday and meetings
12. Establish and maintain effective interpersonal relationships with professionals and paraprofessionals demonstrating professional behavior at all times
13. Establish a climate enabling students to work efficiently
14. Achieve and maintain high standards of professional competence.

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**

**Terms of Employment:** ESY calendar at compensation set by the SASSED Board of Control.

**Evaluation:** Evaluation will be performed.