

Occupational Therapist Assistant
New Hanover County Schools

Job Description

Class: Classified

Dept: Special Education

TITLE: Occupational Therapist Assistant

- QUALIFICATIONS:**
1. Associate's degree in Occupational Therapy Assisting or equivalent program.
 2. Certification as an occupational therapist assistant by the National Board for Certification of Occupational Therapy (NBCOT).
 3. Two years of pediatric experience preferred.
 4. Valid North Carolina driver's license.

REPORTS TO: Director of Special Education and Related Services/Occupational Therapist

JOB GOAL: To assist the occupational therapist with the development, implementation and coordination of an occupational therapy program within New Hanover County Schools; assist in providing screening, evaluation and intervention services for students.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations, including IDEA.
2. Contribute to the occupational therapist's evaluation of student's abilities through a variety of functional, behavioral and standardized assessments, data collection, checklists, interviews and observations.
3. Assist the occupational therapist in developing the individual intervention plans for each eligible student in collaboration with the classroom teacher, parent, LEA representative and other pertinent professionals.
4. Select and implement therapeutic interventions based on the intervention plan to enhance student performance in areas of occupation, safety and social participation within the school environment.

5. Team with support specialists, teachers, and other school personnel in modifying the environment including equipment, materials, and devices.
6. Continuously monitor through observation and consultation student progress and the effect of intervention and need for continuation, modification, or termination.
7. Document occupational therapy intervention services and maintain administrative records in accordance with state guidelines, school policy and reimbursement standards.
8. Maintain, organize and prioritize workload and treatment environments including inventories.
9. Maintain inventory of therapeutic equipment and project needs for budget planning.
10. Explain intervention techniques to student, parents and educational personnel.
11. Perform related duties and responsibilities as requested by the Director, Occupational Therapist and/or principal.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Ten month work year/FLSA Non- Exempt

Starting Salary and/or Grade: Grade 69

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of basic features of main occupational therapy theories, models of practice, principles, and evidence based practice.
- Ability to analyze tasks relative to areas of occupation, performance skills, activity demands, contexts and student factors to implement intervention plans.
- Skill in gathering screening and evaluation data, completing checklists, histories, and interviews.
- Ability to articulate the difference between occupation and activity.
- Ability to recognize occupational performance deficits in the areas of personal care, student role/interactive skills, play, community integration and graphic communication.
- Ability to select, adapt, and sequence relevant occupations and purposeful activities that support intervention goals.
- Skill in effective oral and written communication.

- Ability to establish and maintain effective working relationships as necessitated by work.
- Ability to lift up to 40 pounds.