

WAUNAKEE COMMUNITY SCHOOL DISTRICT
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT
Job Description

QUALIFICATIONS

1. Completion of an occupational therapy assistant program from an accredited college or university.
2. Current occupational therapy assistant certification from the Wisconsin Department of Regulation and Licensing, Medical Examining Board.
3. Current occupational therapy assistant license (885) from the Wisconsin Department of Public Instruction.
4. Valid driver's license
5. Ability to develop positive relations with students, staff, and public.

REPORTS TO: Occupational Therapist and Director of Special Education

GENERAL RESPONSIBILITIES:

Occupational therapy assistant provides services to children with exceptional educational needs and to educational staff under the supervision of an occupational therapist when children require occupational therapy to benefit from special education. Occupational therapy assistants follow a treatment plan developed by the occupational therapist and works to improve, develop, restore, or maintain a child's active participation in self-maintenance, work, leisure, and play in educational environments. The occupational therapy assistant, as related service personnel, works within state and federal law.

ESSENTIAL FUNCTIONS:

1. Provides quality occupational therapy services that are delegated and supervised by an occupational therapist to children with exceptional educational needs (EEN). The occupational therapist determines the level of supervision based on the occupational therapy assistant's education, experience, and service competency.
2. Under close or general supervision, the occupational therapy assistant:
 - a. Assists with data collection and evaluation.
 - b. Provides direct service according to a written treatment plan that the occupational therapist develops alone or with the occupational therapy assistant.
 - c. Recommends modification of treatment approaches to the occupational therapist to reflect the child's changing needs.
 - d. Adapts environments, tools, materials, and activities according to the child's needs.
 - e. Communicates and interacts with other team members, school personnel, and families in collaboration with an occupational therapist.
 - f. Maintains treatment areas, equipment and supply inventory as the service plan requires.
 - g. Maintains records and documentation as the service plan requires.
 - h. Participates in the development of policies and procedure.

3. Performs the following position functions, as the school district requires and which the occupational therapist delegates and supervises:
 - a. Assist with evaluation of children referred for possible exceptional educational needs (EEN).
 - b. Provide direct and indirect occupational therapy to children with EEN in educational environments.
 - c. Assist the occupational therapist in the provision of occupational therapy.
 - d. Provide information to other school personnel regarding occupational therapy and the children's needs.
 - e. Travels to and among schools to provide services to children
 - f. Maintain records of service provided.
 - g. Lift, transfer, and position children and equipment as necessary to provide occupational therapy.

4. Other duties as assigned by principal and Director of Special Education.

Adopted: October 2006