



JOB DESCRIPTION

Job Title	OT/PT Assistant
Department	Special Education
Reports To	Director of Special Education
Classification	Hourly Classified
Location	
Salary	On Schedule
Length of Contract	187 Day Calendar

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The OT/PT Assistant supports the Occupational and Physical therapists district-wide by assisting with equipment, purchasing, clerical, and adaptation needs. This position also provides support during direct treatment when requested by therapists.

Essential Job Functions

- Provides clerical and direct instructional support for therapists as they provide treatment activities and programming for their student caseloads.
- Designs and fabricates adaptive equipment, using a variety of mediums, for therapy students for their educational program and therapy treatment goals upon request of the occupational and physical therapist.
- Assists therapists with the physical needs of students as directed.
- Responsible for researching, ordering, and tracking products, resources, and equipment used by the therapists.
- Communicates with vendors as needed.
- Travels to multiple District sites to maintain the upkeep, cleaning, and organization of therapy sites in the District.
- Completes building and grounds work orders and monitors hauling of therapy equipment to designated sites within the District upon requests of the therapists.
- Repairs equipment when requested or routes equipment to appropriate department or company/vendor for repair or replacement.
- Maintains inventory of new and existing therapy equipment.
- Maintains instructional manuals and product and warranty information on new and existing equipment.
- Travels to multiple District sites to deliver equipment and supplies and to assist therapists as needed during the workday.

Ancillary Job Functions

- Engages in ongoing professional development and training to stay updated on best practices in therapy support.

- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- High School Diploma or GED
- Possession of or eligibility for a Wisconsin Department of Public Instruction Certificate as a Special Education Aide.
- Must meet Every Student Succeeds Act (ESSA) standard for certification.
- Current CPR certification, or it must be obtained within the first three months of employment.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Associate degree or two years of experience in relevant area.
- One or more years of related experience.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to manage and relate to children with behavioral, learning, physical, and medical problems.
- Knowledge of basic computer skills, including Microsoft Excel.
- Ability to communicate effectively.
- Ability to organize and maintain records.
- Ability to maintain confidentiality.
- Ability to design, fabricate, and repair adaptive equipment for students, utilizing a variety of skills (sewing, etc.) and mediums (fabric, woods, and plastics).
- Ability to travel to multiple District buildings in compliance with the District driving policy.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office/school environment and moderate noise levels.
- May be exposed to potentially hazardous bodily fluids.
- May be required to work in confined spaces.

Physical Requirements – The physical demands described below 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 essential functions.

- May occasionally be required to grasp, reach, and stoop/kneel/crouch.
- Frequently required to talk and listen.
- Must possess clarity of vision (near, far, and three-dimensional) and precise hand-eye coordination, with or without corrective lenses.
- Must be able to lift up to 75 pounds.

- Requires frequent wrist, hand, and finger movements to operate a computer and/or related office equipment.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.