

**TRUSSVILLE CITY SCHOOLS**

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**JOB DESCRIPTION**

**JOB POSITION TITLE:** Certified Occupational Therapy Assistant

**QUALIFICATIONS:** **Associate Degree or higher**  
**Licensure by the State of Alabama to practice**  
**Profession of Occupational Therapy Assistant**

**RESPONSIBLE TO:** TherapistOccupational Therapist and , Principal, Director  
of Student Services Director

**JOB GOAL:** Assist occupational therapists in providing therapy treatments and procedures.  
May, in accordance with State laws, assist in development of treatment plans, carry out routine functions, direct activity programs, and document the progress of treatments. Generally requires formal training.Under the supervision of a licensed Occupational Therapist, assist the Occupational Therapist in providing appropriate program to disabled students educationally related therapy

**EVALUATION:** Trussville Board of Education Personnel Evaluation Plan

**QUALIFICATIONS**

1. State license/ certificate in field of therapy
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. .
3. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
4. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
5. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
6. A valid State of Alabama license or permit to provide interpreting or transliterating services.

Certified Occupational Therapy Assistant 1  
Job Description  
August 3, 2006

## DUTIES AND PERFORMANCE RESPONSIBILITIES

1. Assist the educational specialists or clinical psychologists in administering situational or diagnostic tests to measure student's abilities or progress. occupational therapist, teacher, or other related service personnel in the evaluation of physical/motor abilities and needs of students.

2. Assist the occupational therapist, teacher, or other related service personnel in the implementation of individual therapy programs to achieve educational goals and objectives as outlined in student's Individual Education Plan (IEP).

3.

Demonstrate therapy techniques, such as manual and creative arts, and games.

Design, fabricate, and repair assistive devices and make adaptive changes to equipment and environments.

Evaluate the daily living skills and capacities of physically, developmentally or emotionally disabled students.

Implement, or assist therapists with implementing, treatment plans designed to help students function independently.

Instruct, or assist in instructing, patients and families in home programs, basic living skills, and the care and use of adaptive equipment.

Maintain and promote a positive attitude toward students and their treatment programs.

Monitor students' performance in therapy activities, providing encouragement.

Observe and record students' progress, attitudes, and behavior, and maintain this information in client records.

Perform clerical duties such as scheduling appointments, collecting data, and documenting health insurance billings.

Report to supervisors, verbally or in writing, on students' progress, attitudes and behavior.

Select therapy activities to fit students' needs and capabilities. Assist in the training of other school personnel to assist in the implementation and monitoring of the therapy program goals and objectives.

4. Maintain current and accurate data and required documentation for student's files.

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5. Participate in Eligibility Determination Committee meetings as required.
6. Assist in monitoring and maintaining departmental therapy equipment and supplies used in the therapy program
7. Attend regular staff and faculty meetings as scheduled by supervisors.
8. Maintain and submit requested information to supervisors in a timely manner.
9. Participate in IEP conferences or other conferences as necessary.
  
10. Communicate with the occupational therapist, teacher and other related service personnel regarding students' therapy programs, progress, and suggestions of any modifications of assistance.
11. Informal supervisors immediately of problems and/or sensitive situations that may arise.
12. Keep informed of new developments in the profession via professional learning opportunities.
13. Assist the occupational therapist in assessing facilities regarding accessibility for disabled students when required.
14. Respond to request for assistance from immediate supervisor.
15. Maintain student and family confidentiality at all times.
- 16.

Work under the direction of therapists to plan, implement and administer educational, vocational, and recreational programs that restore and enhance performance in individuals with functional impairments.

Performs other duties as assigned by the teacher or principal Performs other duties as assigned by the occupational therapist or supervisor..

APPROVED: Trussville City Board of Education, August 21, 2006  
AMENDED:  
LEGAL REFERENCE: NA