



# Longview Independent School District

## JOB DESCRIPTION

### CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

<b>JOB TITLE:</b>	Certified Occupational Therapy Assistant	<b>WAGE/HOUR STATUS:</b>	Exempt
<b>REPORTS TO:</b>	Director of Special Education	<b>TERMS:</b>	187 Days
<b>DEPARTMENT:</b>	Special Education	<b>PAY GRADE:</b>	Professional Pay Scale 1

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#### PRIMARY PURPOSE:

To provide occupational therapy to district students in fine motor skills, sensory/perceptual motor skills, and self-care skills to insure that the students are able to benefit from the special education program

#### QUALIFICATIONS:

##### Minimum Education/Certification:

Associate of Applied Science degree

Valid Texas license as an occupational therapy assistant issued by the Texas Board of Occupational Therapy Examiners

##### Special Knowledge and Skills:

Ability to implement occupational therapy treatment programs as specified by occupational therapy plan of care

Strong organizational, communication and interpersonal skills

Ability to communicate effectively (verbal and written)

##### Minimum Experience:

At least one-year of experience as a COTA

#### MAJOR RESPONSIBILITIES AND DUTIES:

1. Implement student occupational therapy goals and objectives under the supervision of a Licensed Occupational Therapist
2. Consult with the Licensed Occupational Therapist on specific student treatment plans, goals, and objectives



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### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

3. Provide assistance to the classroom teacher on accommodations for special needs of students in the school setting
4. Comply with the rules and regulations of the Texas Board of Occupational Therapy Examiners
5. Abide by the Code of Ethics of the Texas Board of Occupational Therapy Examiners
6. Comply with campus rules, administrative regulations, and state and local board policy
7. Consult with educational staff regarding the use of specialized equipment and materials
8. Consult with parents, teachers, administrators, and other relevant people to enhance their work with students
9. Effectively communicate with colleagues, students and parents
10. Participate in professional development activities to improve skills related to job assignments
11. Comply with district policies, as well as state and federal laws and regulations
12. Adhere to the district's safety policies and procedures
13. Maintain confidentiality in the conduct of district business
14. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
15. Demonstrate regular and prompt attendance
16. Other duties as assigned

### SUPERVISORY RESPONSIBILITIES:

Supervise assigned teacher aide(s) as required

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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### WORKING CONDITIONS:

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom or adaptive equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; may be required to lift and position students with physical disabilities; control behavior through physical restraint; assist non-ambulatory students.

### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: April, 2017**