Killeen Independent School District
Job Description

Job Title: Occupational Therapist Assistant
Reports To: Coordinator for Special Education Campus Operations and Principal
FLSA Status: Exempt

SUMMARY
To assist students with disabilities in correcting and/or compensating for areas of self-help, functional mobility, environmental adaptations, positioning, fine/gross motor skills, oral motor skills, life skills training/vocational skills, sensory-motor processing (includes visual perception and sensory processing skills) and psycho-social skills so that their classroom performance will be enhanced.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Complies with all legal and ethical guidelines of the Texas Occupational Therapy Practice Act.

Organizes and implements occupational therapy services and supports.

Establishes and maintains an appropriate record keeping and reporting system.

Provides direct, indirect, and consultative occupational therapy intervention for individual students and/or groups as per IEP.

Consults with home and school personnel and outside agencies regarding needs of individual students.

Instructs, supervises, and monitors home and school personnel in the therapeutic management of students.

Receives and records initial referral information and requests.

Obtains additional or supplementary information from appropriate persons, agencies, and/or available records.

Conducts screening using informal tests when requested by their supervising OTR.

Participates in ARDC meetings as appropriate.

Documents, analyzes, and interprets data.

Makes recommendations for occupational therapy intervention to their supervising OTR and suggests referrals to other services as appropriate.

Coordinates services and provides information to school personnel and community agencies.

Provides on-going information for administrative personnel regarding physical/motor disabilities, occupational therapy services, and implication for student placement.

Provides informal and formal professional learning for all levels of educational and support personnel.
Integrates current professional knowledge and skill into occupational therapy services and supports.

Plans and conducts training for parents and/or non-school personnel to facilitate the total growth of the student at school and in other settings.

Collaborates with school personnel to facilitate the participation of students in the total school program (e.g., field day adaptations).

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. There may be alternatives to the below qualifications as the Board of Trustees may find appropriate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE
Associates degree in Occupational Therapy.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before administrators, parents, students and the general public.

MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Texas Board of Occupational/Physical Therapy Examiners License.
**PHYSICAL DEMANDS**  The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must lift or carry (under 15 pounds), occasionally lift (45 pounds or more) and positioning of students with physical disabilities, controlling behavior through physical restraint, assisting non-ambulatory students. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT**  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regular in-district travel to multiple campuses as assigned. The noise level in the work environment is usually moderate.

**Revised Date:** September 28, 2015

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.