

Job Title: Occupational Therapy Assistant

Exemption Status/Test: Nonexempt

Reports to: Director of Special Education/Occupational
Therapist

Date Revised:

Dept./School: Assigned Campus(es)

Primary Purpose:

Provide direct occupational therapy services under the supervision of a licensed occupational therapist.

Qualifications:

Education/Certification:

Associate's degree in occupational therapy or equivalent

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

Special Knowledge/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)

Experience:

Two months experience in occupational therapy and contact with school-age children

Major Responsibilities and Duties:

Occupational Therapy Services

1. Provide occupational therapy services as specified in the occupational therapy plan of care.
2. Collect data according to established procedures to assist occupational therapist in screening students as possible candidates for occupational therapy services.
3. Assist occupational therapist to revise short-term patient goals.
4. Assist with instructing teachers, staff, and parents in use of adaptive equipment, assistive technology programs or devices, and integration of therapy goals into the educational program.
5. Interact with student patient regarding patient's condition, progress, and/or achievement of goals during each treatment session.
6. Communicate with parents regarding individual students as directed by the occupational therapist.
7. Attend planning meetings and participate in Admission, Review, and Dismissal Committee (ARD) meetings as directed by the occupational therapist.

8. Assist with acquisition and maintenance of therapy equipment and supplies.

Clerical

9. Compile, maintain, and file reports, records, and other documents required including accurate student records and patient progress notes.

Compliance

10. Comply with policies established by federal and state laws, Texas Board of Occupational Therapy Examiners, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
11. Maintain confidentiality.
12. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint; assisting nonambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may require districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____