

<b>Qualifications:</b>	Ohio License and State Board Certification as an Occupational Therapist Assistant Experience – working with children and youth with disabilities Valid Driver's License Valid Ohio Department of Education Occupational Therapist Assistant Certificate
<b>Reporting To:</b>	Occupational Therapist and Special Education and Pre School Directors
<b>Job Goals:</b>	To practice occupational therapy as a licensed professional and to provide occupational therapy treatment for students who are enrolled for occupational therapy.
<b>Performance Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Provide O.T. assessments to children with suspected disabilities as part of the multi-factored evaluation team.</li> <li>2. Share evaluation results and specific recommendations, verbally and in writing, with parents and school personnel in a timely manner.</li> <li>3. Participate in E.T.R./I.E.P. meetings and assist in the writing of the I.E.P.</li> <li>4. Provide direct therapy for identified children with disabilities with appropriate I.E.P.'s.</li> <li>5. Assist teachers, physical education teachers, aides and others working with the child, in implementing the I.E.P.</li> <li>6. Provide consultative service to teachers, aides, parents, school personnel and others regarding approaches for working with identified children with disabilities.</li> <li>7. Work with schools, agencies, hospitals and others and procedures related to the assessment and placement of children with disabilities.</li> <li>8. Utilize own transportation; move instructional materials.</li> <li>9. Demonstrate regular and predictable attendance according to schedule.</li> <li>10. Maintain required license(s) and/or certificate(s).</li> <li>11. Develop and coordinate daily schedule with appropriate service providers and furnish individual school district with schedule.</li> <li>12. Provide daily and quarterly documentation of student progress.</li> </ol> <p>Other duties may be assigned by the Superintendent and/or Director of Special Education Pre School.</p>
<b>Physical/Mental/ Work Hazards</b>	Works in school buildings under a fast-paced sometimes stressful environment requiring standing, walking, lifting, bending, reaching, pulling, and grasping,
<b>Travel Requirements</b>	Travel to school building, city/state agencies and professional meetings as required and uses own transportation and moves instructional materials.
<b>Evaluation:</b>	Performance of this job will be evaluated in accordance with provisions of the Allen County Board policy on evaluation of certificated personnel.

**February 2022**