

Certified Occupational Therapist Assistant  
Job Description

TITLE: Certified Occupational Therapist Assistant

QUALIFICATIONS: Illinois Licensure as an Certified Occupational Therapist Assistant

REPORTS TO: Director of Kendall County Special Education, Assistant Director and Coordinator

FUNCTION: To provide occupational therapy services to identified students three to twenty-one years old so that physical/motor abilities development can be enhanced.

RESPONSIBILITIES:

A. Instructional Planning

1. Plans and prepares for classes and students assigned.
2. Follows written IEP's on each student.

B. Competency in Subject Matter

1. Teaches content and skills to assigned students utilizing approved curriculums and approved courses of study.
2. Strives to improve expertise in area of specialization.

C. Instructional Methods and Practices

1. Participates in conferences including placement, IEP and annual reviews.
2. Develops and maintains a classroom environment conducive to effective learning.
3. Provides appropriate curriculum based observations, identifies student capabilities and monitors student progress on a regular basis.
4. Maintains accurate and complete records as required by law and Kendall County Special Education Cooperative guidelines.
5. Communicates with parents on an individual or small group basis.

6. Consults with appropriate professional staff regarding student educational and occupational therapy program.
7. Participates in and observes classroom activities of students on caseload.
8. Provides guidance to teacher's aide.

D. Classroom Management

1. Establishes and maintains orderly classroom behavior.
2. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.

E. Relationships with Students, Parents and Staff

1. Works to establish and maintain open, positive lines of communication with students and their parents concerning occupational therapy.
2. Establishes and maintains cooperative relations with other members of the staff.
3. Assists the administration in upholding and enforcing school rules and policies.

F. Professional Responsibilities

1. Meets accepted standards of professional behavior.
2. Observes and follows all Kendall County Special Education Cooperative policies and procedures.
3. Exhibits professionalism and commitment through punctuality and attendance.
4. Performs other duties as assigned by the Kendall County Special Education Cooperative administration.

EVALUATION: Formal and informal classroom observations and conferences shall occur as needed or desired by the professional staff member, Director, Assistant Director or Coordinator and shall be an ongoing process.

