

Indicators of Performance  
Certified Occupational Therapist Assistant

A. Instructional Planning

1. Plans and prepares for classes assigned.
  - 1.01 Has written therapy plans reflecting the objectives on IEP's.
  - 1.02 Has materials ready for implementation of daily therapy plans.
  - 1.03 Effectively/appropriately utilized allocated funds to prepare for therapeutic instruction.
2. Follows written IEP's on each student.
  - 2.01 Follows objectives augmenting goals stated on IEP at annual review by October 1 or within 30 days of the placement or multidisciplinary conference.
  - 2.02 Follows objectives that reflect the student's learning style and/or functional level.
  - 2.03 Discusses all components of objectives with occupational therapist to insure appropriateness.

B. Competency in Subject Matter

1. Teaches therapy skills to assigned students utilizing KCSEC and district curriculums and approved courses of study.
  - 1.01 Daily therapy plans reflect program curriculum, guidelines and courses of study.
  - 1.02 Information is presented accurately, clearly and in sequence.
  - 1.03 Alternative teaching and therapy techniques and methods are utilized as appropriate.
2. Strives to improve expertise in areas of specialization.
  - 2.01 Therapy plans reflect updated and current concepts.
  - 2.02 Presentation of Therapy reflects updated, current concepts and materials.
  - 2.03 Participates in professional activities germane to therapy area.

C. Instructional Methods and Practices

1. Participates in multidisciplinary conferences including placement, IEP and annual reviews.
  - 1.01 Presents clear, concise, current data relevant to students' functioning in the classroom.
  - 1.02 Insures data is documented and presented at the IEP conference if physical presence is not possible.
  - 1.03 Shares information and participates in discussion in a professional fashion.
2. Develops and maintains a therapy environment conducive to effective learning, utilizes effective therapy methods and employs a variety of therapy techniques appropriate to the maturity, interests and needs of the students.
  - 2.01 Utilizes effective therapy methods appropriate to the age, maturity, interests and needs of the students.
  - 2.02 Employs a variety of Therapeutic techniques appropriate to the age, maturity, interests and needs of the students.
  - 2.03 Insures classroom work space is organized, inviting (clean) and aesthetically appealing (for example, with meaningful displays, posters, bulletin boards, etc.)
3. Monitors student progress on a regular basis.
  - 3.01 Utilizes diagnostic test information as well as curriculum based observations as appropriate.
  - 3.02 Identifies student capabilities and individual behaviors as exhibited within the classroom.
  - 3.03 Documents student progress via progress reports, report cards and IEP's.
4. Maintains records as required by law and KCSEC policies.
  - 4.01 Insures records and reports are complete and accurate.
  - 4.02 Insures records/reports are submitted as required in a timely fashion.
  - 4.03 Maintains files with a sampling of students' work substantiating the assessment of classroom performance.

5. Communicates with parents on a individual or small group basis.
  - 5.01 Regularly telephones, conferences, completes communication logs or writes to parents regarding student performance.
  - 5.02 Informs parents about changes in a student therapy program.
  - 5.03 Endeavors to involve and/or enlist the support of parents in the child's program as appropriate.
  
6. Consults with appropriate professional staff regarding student's therapeutic and educational program.
  - 6.01 Completes referrals accurately and in a timely fashion.
  - 6.02 Consults with appropriate resource personnel to improve/enhance student's program.
  - 6.03 Participates as appropriate at pre-conference and informal meetings relevant to child's program.
  
7. Participates in and observes classroom activities of students on case load.
  - 7.01 Establishes and maintains cordial professional communication system with parents.
  - 7.03 Provides parents with community resources as appropriate.
  
8. Participates guidance to teacher's aide.
  - 8.01 Insures teacher aide has pertinent data relevant to student's performance.
  - 8.02 Clarifies programmatic expectations and responsibilities to teacher aide or occupational therapist.
  - 8.03 Communicates information to the appropriate Coordinator in preparation for teacher aide evaluation.
  
9. Participates in and observes classroom activities of students on caseload.
  - 9.01 Consults regularly with teachers regarding student carryover in the classroom.
  - 9.02 Coordinates the curriculum of the classroom with therapy activities.
  - 9.03 Prioritizes and adjusts therapy schedule in order to participate in special events in the classroom

D. Classroom Management

Establishes and maintains orderly classroom behavior.

- 1.01 Students are taught classroom behavior standards, rules, discipline procedures, rationale and consequences.
- 1.02 Interaction between teacher and student occurs in a mutually respectful and friendly manner.
- 1.03 Disciplinary actions are fair, firm and consistent and facilitate the growth of self-discipline in the student.
- 1.04 Student behavior is appropriate for the therapy behavior.

E. Relationships with Students, Parents and Staff

- 1. Works to establish and maintain open, positive lines of communication with students and their parents concerning academics, behavior and therapy.
  - 1.01 Provides opportunities for students to express needs, feelings and concerns.
  - 1.02 Promotes students' sense of self-worth through positive comments.
  - 1.03 Incorrect/inappropriate responses do not result in humiliation.
- 2. Establishes and maintains cooperative relations with other members of the staff.
  - 2.01 Is a contributing member to faculty staff and departmental meetings.
  - 2.02 Is willing to share new therapy techniques and materials.
  - 2.03 Shows warmth and friendliness (such as smiling and being polite and courteous) and refrains from negative comments.
- 3. Assists the administration in upholding and enforcing school rules and policies.
  - 3.01 Is a positive force when interpreting school therapy programs or policies to students, staff and parents.
  - 3.02 Makes constructive suggestions for school therapy program improvement to appropriate personnel.
  - 3.03 Abstains from making slurs based on ethnic background, race, or sex.

F. Professional Responsibilities

- 1. Meets accepted standards of professional behavior.
  - 1.01 Respects and maintains confidentiality of student matters in discussion with other staff members.

- 1.02 Demonstrates care in the use of materials, equipment and facilities and exercises care for the health and safety of students and other school personnel.
  - 1.03 Is aware of KCSEC policies and procedures and IL Rules and Regulations to Govern the Administration & Operation of Special Education matters concerning program or teaching duties.
2. Observes and follows all KCSEC policies and procedures.
    - 2.01 Communicates a positive commitment to the mission of the organization.
    - 2.02 Is accurate and punctual with reports, records and communications.
    - 2.03 Performs other duties as assigned by the KCSEC administration.
3. The teacher exhibits professionalism and commitment through punctuality and attendance.
    - 3.01 Arrives at school on time prepared to provide therapy.
    - 3.02 Absences do not disrupt therapy continuity, team plans or the educational process.
    - 3.03 Is punctual and consistent in meeting assigned classes, extra-duty assignments, building and Co-op meetings and committee assignments.
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.