

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Occupational Therapist Assistant

**Department:** Instruction

Teacher Salary Schedule  
D.P.Y. 200 day/10 months

**Date Reviewed:** March 2018

**Reports To:** Director/Coordinator of  
Special Populations

**Purpose of Job**

The Occupational Therapist Assistant (OTA) position is to provide educationally related occupational therapy services to students with varying disabilities in accordance to the student's Individualized Education plan; under the direction of an Occupational Therapist.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Collaborates with other disciplines to ensure team understanding of student strengths and needs, through evaluation, educational program planning, and service delivery.

Assists with evaluating the student's fine motor and adaptive skills through a variety of functional, behavioral, and standardized assessments, skilled observation, checklists, histories, and interviews under the direction and supervision of an Occupational Therapist.

Assists in synthesizing evaluation results into a comprehensive written report which reflects strengths and barriers to student participation in the educational environment; directs program development; and guides evidence-based intervention.

Participates in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans and intervention plans to achieve IEP goals under the direction of an Occupational Therapist.

Provides targeted, evidence-based therapeutic intervention to facilitate student participation and performance within the school environment, based on student needs and evaluation results.

## Occupational Therapist Assistant

Adapts and modifies the environment including assistive technology and training instructional staff to meet individual needs and to help students function as independently as possible.

Under the supervision of an Occupational Therapist, will monitor and reassess the effects of occupational therapy intervention and the need to continue, modify, or discontinue intervention.

Documents occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate.

Provides direct occupational therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.

Consults with school-based teams and outside agencies as needed to comprehensively address the needs of students.

Provides in-service training of school personnel in the appropriate areas.

Performs such other tasks as may be assigned

### **Evaluation:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

### **Minimum Training and Experience Required to Perform Essential Job Functions:**

- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Valid Tennessee Occupational Therapist license

### **KNOWLEDGE OF JOB**

- Displays considerable knowledge of the policies, procedures, and activities of the school system, as well as state and federal requirements pertaining to the performance of duties.
- Develops and implements long-term goals.
- Stays current on any changes in statutes, policies, procedures, and methods as they pertain to public education.
- Effectively communicates and interacts with supervisors, members of the general public, and other stakeholders involved in the operation of the school system.
- Collects and disseminates information in a concise, clear, and effective manner.
- Exhibits strong organizational, management, interpersonal, and technical skills.
- Uses sound independent judgment and discretion in daily activities.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width and shape visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, hand tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear). The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date