

Montclair Public Schools
Personnel Department

JOB DESCRIPTION

Title: **Occupational Therapy Assistant**

Qualifications: 1/ Completed Occupational Therapist Assistant training from an accredited program, 2/ Ability to keep confidential information; 3/ Basic computer knowledge required; 4/ Possess the ability to work with children that have identified needs, 5/ Ability to work on site during times schools are in session in a pre-determined schedule and to supervise home based program, 6/ Demonstrated ability to successfully work within a team of people; 7/ Excellent written and verbal communication skills; 8/ Demonstrated aptitude or competence for assigned responsibilities, 9/ Required criminal background check & proof of U.S. citizenship, legal alien status, or right to work within the US; 10/ Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Responsible to: Director of Pupil Services, Building Principals.

Job Goal: Perform a variety of service duties such as: preparing students and equipment for occupational therapy treatments and examinations; assists the therapists by performing routine therapies, observe student responses and tolerances to various treatments, notify the Occupational Therapist of progress and/or complications and maintains a clean, orderly and safe working area.

Performance Responsibilities: 1/ Assist in planning, implementing and evaluating student care programs under supervision of an Occupational Therapist; 2/ administer various types of therapy treatment which fall within the individuals training and what has been recommended by the Occupational Therapist; 3/ Assess and report student reactions to supervising therapist; 4/ Assist the OT in student evaluation; 5/ Instruct students in activities of daily living; 6/ Assist in the maintenance, care and cleaning of departmental equipment and supplies; 7/ Participate in clinics, conferences and educational programs designed to improve general care; 8/ Assist in the maintenance of records and files reflecting up-to-date student progress, care plans and related statistical data required by departmental and district policies; 9/ Work collaboratively with other faculty and administrators, Department Heads, Administrative Committees and School Improvement Teams to ensure a collaborative approach that promotes student success, 10/ Monitor student's progress while in the regular education environment and consult with teachers and other support staff on an as-needed basis, 11/ Act as a resource to other faculty, staff and administrators with respect to students enrolled in/returning to/entering school programs, 12/ Work collaboratively and supportively with parents, 13/ Develop liaisons and collaborative relationships with outside agencies and service providers, 14/ Perform other related duties incidental to the work described herein;

Terms: 10 month position, Paid as per an MEA 10 month A secretary. Benefits as provided full time employees, Services are annually renewed and non-tenurable.

Evaluation: Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of non-certified staff.

Established: May 2006, 2008