



Job Description

Job Title:	Para Ed, Occupational & Physical Therapy	Job Code:	060829
Job Family:	ParaEducator Specialists	FLSA Status:	Non-Exempt
Pay Program:	Classified	Pay Range:	G 16
Prepared/Revised Date:	August	Typical Work Year:	9 months

SUMMARY: Assist Occupational/Physical Therapist or Certified Occupational Therapy Assistant (COTA) in meeting the needs of students as identified in an IEP or 504 Plan. Make adaptive materials/equipment to accommodate specific needs of individuals which are utilized in therapy groups or classrooms.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Execute individual therapeutic programs as specified in the student's IEP by an Occupational Therapist (OT), Physical Therapist (PT), or COTA in a school setting for regular education students and students with disabilities. Assure the proper use of students' therapeutic equipment (low and high tech); Fine motor: Various splints and hand weights, assistive grips, slant boards, adapted writing surfaces, modified writing paper, etc.; Gross motor: Prone standers, gait trainers, walkers, variety of braces/AFO's, positioning equipment (wedges, bolsters, therapy balls, etc., wheelchairs (manual and electric) and attachable devices for the chairs.	D	40%
2. Assist therapists with instruction and preparation for therapeutic groups (1-6 students) as outlined by the OT, PT or COTA. Therapeutic groups consist of implementation of handwriting programs and techniques, strengthening of fine motor, gross motor, and sensory processing skills, and range of motion programs. Additional duties may include behavioral management, escorting students within the building ensuring their safety, and identifying environmental factors that can either support or hinder a student's performance.	D	30%
3. Document, report, and discuss individual student's daily progress with therapist. Assist with computerized progress reports and Medicaid billing forms. Maintain effective collaborative relationships with relevant individuals involve with students to ensure optimal programming.	D	11%
4. Prepare adaptive materials used in therapy group and in the classroom to meet individual students' unique learning styles/needs. Create and make adaptive equipment utilizing PVC pipes, tri-wall cardboard, etc.	W, M	8%
5. Compile individual therapists' orders and submit combined order to district Medicaid Specialist. Maintain individual records for purchases of therapists from group Medicaid funds. Assist with handling confidential information and updating confidential files.	W, M	7%
6. Track inventory of supplies to make specialized equipment with PVC and Tri-Wall, make purchases, and notify appropriate person for placing orders to replenish necessary items.	M	1%
7. Assist therapists with administration, set-up, and scoring of standardized testing.	M	1%
8. Perform other job-related duties as assigned., including, but not limited to taking minutes of meetings, copying and distributing documents, articles, etc.	Ongoing	2%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Minimum of two years of experience in working with students with significant needs and/or physical disabilities,

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Ability to travel among district facilities.
- CPI Restraint training required within 6 months of entering position.
- Ability to successfully complete a pre-hire, post-offer physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to work with children with special needs.
- Ability to lift and move students weighing up to 50 pounds.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	OT, PT, COTA, Principals	various

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Track inventory of materials used to make adaptive equipment (PVC and Tri-Wall) and submit requests to replenish and purchase supplies.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk		X		
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				
Analyze				
Communicate				
Copy				
Coordinate				
Instruct		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compute	X			
Synthesize				X
Evaluate		X		
Interpersonal Skills				X
Compile	X			
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	