



T U L S A

PUBLIC SCHOOLS

Job Title: Certified Occupational Therapy Assistant

Department: Occupational Therapist

Reports To: Special Education

Grade: CA-17

Number of Days: 190

Security Access:

Current Date: November 21, 2016

Overtime Status: Non-Exempt

Position Summary: Provide intervention in the area of fine motor and sensorimotor skill development under the direction of an occupational therapist. Services are provided in a variety of school settings, ranging from preschool to high school.

Minimum Qualifications:

- **Education**
 - Graduated from an accredited program for Occupational Therapy Assistants
- **Experience**
 - Experience working with children who are disabled

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provides educationally necessary intervention in the area of motor skill development, focusing primarily on fine motor and sensorimotor development, under the general supervision of a licensed Occupational Therapist.
- Services are provided in a variety of school settings, ranging from preschool to high school. Performs related work as required.
- Ability to drive to various schools in order to provide occupational therapy services in the neighborhood schools of students on caseload
- Related work as required.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- **Specialized Knowledge, Licenses, etc:**
 - Licensed as an occupational therapy assistant in the State of Oklahoma
- **Physical Requirements:**
 - The work is mostly walking and standing with periods of sitting.
 - Typical positions require workers to lift up to 100 pounds, climb stairs, ladders or scaffolding;
 - Bend and crouch;

- Reach, hold, grasp and turn objects;
- Use fingers to operate computer or typewriter keyboards;
- Demonstrate an athletic activity or physical exercise;
- Feel the shape, size and temperature of objects;
- Physically restrain students.
- The work requires the ability to speak normally, to use normal or aided vision or hearing and to detect odors.

Supervisory Responsibility:

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.