



# Northwest Regional Education Service District

## **NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION**

**Position Title: OCCUPATIONAL THERAPY ASSISTANT (OTA)**

**Department:** As Assigned

**Location:** As Assigned

**Reports To:** Special Student Services Coordinator

**FLSA Status:** Non Exempt

**Bargaining Unit:** Classified, OSEA

**Compensation:** Classified Salary Schedule, Range T

**Work Days:** 192 Days

Prepared Date: 6/2019

Revised Date: 9/2020, 3/2024

### **NW REGIONAL ESD'S MISSION STATEMENT**

*In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

### **General Description:**

In alignment with the NWRESA's mission statement, this position implements direct or consultative intervention programs for children with physical disabilities both individually and in small groups, as directed by the Occupational Therapist.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential function 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.

1. Associate Degree from an accredited occupational therapy assistant program
2. Current Oregon Occupational Therapy Assistant license
3. Valid driver's license, vehicle available for use on the job, and accompanying automobile insurance
4. Optional additional certifications as determined by the ESD, including current certification as established by the National Board for Certification in Occupational Therapy (NBCOT) are encouraged



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## **KNOWLEDGE, SKILLS, and ABILITIES:**

1. Demonstrate a commitment to diversity, equity, inclusion, and belonging through continuous development, modeling inclusive behaviors, and proactively managing bias
2. Ability to work with very high degree of accuracy and organizational skills
3. Ability to exhibit professionalism and effective human relations
4. Confer regularly with Occupational Therapist
5. Skillfully utilize educational technology and software as required by the position
6. Maintain professional and technical knowledge by participating in professional development activities

## **ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks.**

**Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Collaborates with the school team on providing recommendations/adaptations for fine motor, sensory, oral motor, and activities of daily living in relation to developmental/educational impact.
- B. Assists students in developing hand skills and fine manipulations of objects.
- C. Collaborates with the IFSP/IEP team to problem solve safe feeding tools and adaptations to ensure safe eating.
- D. Trains, educates, and assists children and staff with educational tools such as assistive technology skills to improve writing output such as computer applications or use of a keyboard.
- E. Fabricates and/or adapts materials as needed.
- F. Provides adaptations or modifications for student clothing management in relation to their developmental/educational goals(shoe tying, jacket management, toileting sequence).
- G. Provides training to staff on transitions and self-regulation skills to help support students' sensory needs.
- H. Maintains detailed records of treatment, observations and progress of each student in collaboration with the Occupational Therapist and in accordance with Oregon licensure requirements.
- I. Completes documents for monthly Medicaid billing.
- J. Recommends equipment purchases for Regional Inclusive Services loan bank.
- K. Attends and participates in team meetings when appropriate.
- L. Works with the equipment center specialist to return defective/damaged equipment to vendors and/or authorized service centers for repair/replacement.
- M. Attends Individual Education Plan/Individual Family Service Plan meetings, workshops, staff development activities, and other meetings for continued professional growth as directed.
- N. Assists specialists (OT, PT, SLP, Vision) with selection of appropriate equipment/devices



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- for use with students.  
O. Perform other job-related duties as assigned.

## **WORKPLACE EXPECTATIONS**

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful working environment and professional relationships with students, staff, administration, families, and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with others
- Hold expectations for high performance of self
- Maintain accurate, complete and confidential records as required by law and NWRESD policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, NWRESD policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance, and following schedules
- Work collaboratively with other departments

## **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to families, staff, and other district personnel.

## **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy. Must apply concepts such as fractions, percentages, ratios and proportions to practical situations.

## **REASONING ABILITY:**

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



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## **WORK ENVIRONMENT:**

Work is generally performed in a standard school/educational setting. The noise level in the work environment is usually moderate to high. The employee may be exposed to outdoor weather conditions. The work is generally performed in small groups or one-on-one in a classroom setting. Travel to various sites may be required.

### **Daily:**

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, running, crawling, twisting, stooping, kneeling.

### **Weekly:**

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required

## **Required Physical Demands of Essential Functions and Responsibilities:**

The physical demands described here 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 of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, run, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

**Note:** The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

***NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever***



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*necessary to ensure the success of the ESD's goals.*

## **Equal Opportunity Employer**

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at [hrhelp@nwresd.k12.or.us](mailto:hrhelp@nwresd.k12.or.us). Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.