

SALIDA SCHOOL DISTRICT R-32-J

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VACANCY NOTICE

Date: October 3, 2018

Position: **Occupational Therapy Assistant** (8 hours per week)

Compensation: \$25/hour

Status: Non-Exempt

Procedure for application:

Send complete application packet, including an application (available online at www.salidaschools.com), resume, letter of interest, three current letters of reference, and copies of certifications and transcripts (official transcripts will be required when hired) to:

Salida School District
Nancy Jones
349 East 9th Street
Salida, CO 81201

Closing date of application: October 12, 2018

Beginning date of employment: October 22, 2018

General Description of the Role

The school-based Certified Occupational Therapy Assistant (COTA) provides occupational therapy services to students ages birth – 21 in the Salida School District to help students benefit from special education. Job related activities include screenings collaboration, Individualized Education Plan (IEP) implementation, and direct and indirect therapeutic services as directed by the Occupational therapist. calendar, scheduled with supervisor.

Qualifications Required

Education: Associate's degree

Licensure: DORA license

Qualifications Preferred

Current Certification from the National Board for the Certification of Occupational Therapists (NBCOT)

Supervisor and Evaluator: Director of Academic Affairs and the current Occupational Therapist

Supervises and Evaluates: None

Specific Skills Preferred

- Strong computer skills including Microsoft Office
- Strong customer relations skills
- Strong organizational skills and attention to detail
- Ability to collaborate with team members
- Effective teaching skills
- Understanding of the IEP process
- Experience with special populations
- Exposure to adaptive equipment and assistive technology and transfer training
- Knowledge of school based OT model

Major Areas of Responsibility and Duties Specific to this Job

- Conduct screenings of children birth – age 21
- Be familiar with student's strengths, needs, and services warranted per the IEP or OT.
- Help identify long-term goals for post-school outcomes
- Refer for other discipline involvement when appropriate
- Assist IEP teams with the implementation of IEPs
- Provide direct and indirect therapy services to students per IEP
- Consult with OT and providers regarding curriculum, adaptations, modifications, and student participation and performance
- Educate self, staff, and students in the proper use of assistive technology, including specialized software and hardware and high/low technologies
- Modify environments to allow access for all students
- Document services provided and monitor student progress as directed by the OT or IEP.

Physical demands

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. While performing the duties of this job, the employee is regularly required to stand; use hands to manipulate or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The Salida School District does not unlawfully discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, or disability in hiring for any position.

No smoking or tobacco use is allowed on school property or in school vehicles.

Contract for employment shall be subject to approval by the District Board of Education.

Selected applicant must comply with the District's Drug-Free Work Place Policy.