



## THE PUBLIC SCHOOLS OF SPRINGFIELD, MASSACHUSETTS

### JOB DESCRIPTION

#### PHYSICAL AND OCCUPATIONAL THERAPIST ASSISTANT

##### QUALIFICATIONS:

1. Associates of Science Degree in Physical or Occupational Therapy from an accredited institution recognized by the American Medical Association having a two-year program of academic and clinical preparation.
2. Licensed in the Commonwealth of Massachusetts by the Board of Allied Health.

##### DESIRED QUALIFICATIONS:

1. Must be able to relate well with children and make each therapy session a positive experience.
2. Must be flexible and able to work cooperatively and effectively with the related service providers, as well as with regular and special education staff and other school personnel.

##### ACCOUNTABILITY OBJECTIVE:

The assistant position is accountable for working with students throughout the school system who may have physical, sensory, and/or cognitive delays, which may be impacting their academic achievements. They will work under the supervision and guidance of a registered therapist providing individual, group and/or cooperative lessons. They will work cooperatively within the school environment with regular, as well as special education, staff to best enable the students to benefit from their academic experiences.

## RESPONSIBILITIES:

1. Provide therapeutic and educational treatments consistent with the recommendations of the registered staff person. Treatments may include, but are not limited to, lifting, transferring, positioning, using adaptive equipment, changing when necessary, setting up positioning devices, assisting with mobility training, as well as assisting and supporting during activity execution.
2. Work cooperatively with regular and special education staff to accommodate the needs of the students within the academic environment.
3. Travel from school to school to meet the needs of the caseload demands,
4. Schedule assigned students within the appropriate time frame of the school day and work week, that would best meet the needs of the student, as well as maximizing the time of the assistant. Review schedule with supervising therapist.
5. Work cooperatively with the supervising therapist. Provide information relevant to the student's recommended program in writing or verbally as is prearranged between supervisor and assistant. Meet regularly for supervision and case review. Assume initiative in seeking out registered staff when encountering difficulties in procedures or assigned services.
6. Assist with screening students for the end of the year, or meetings as needed.
7. Provide individual therapy, classroom groups, small groups, and/or cooperative therapy according to the recommendations of the supervising therapist and educational plan.
8. Attend staff meetings and team conferences as needed.
9. Complete quarterlies of the students on the schedule and review as needed with the registered staff person.
10. Collaborate with the members of the school based team – OT, PT, ST, Special and Regular Education Teachers, Paraprofessionals, etc – regarding students as needed.
11. Participate in continuing education opportunities whenever possible to enhance therapy skills.