



Job Title: Certified Occupational Therapy Assistant

Department: Occupational Therapist

Reports To: Special Education

Grade: CA-17

Number of Days: 190

Overtime Status: Non-Exempt

Last Revised Date: November 21, 2016

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

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

Specialized Knowledge, Licenses, etc.:

- Licensed as an occupational therapy assistant in the State of Oklahoma

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
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

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

- 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 Responsibilities:

- This role does not directly supervise any individuals

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

- Frequent periods of walking and standing with periods of sitting
- Typically require workers to lift up to 100 pounds, climb stairs, ladders or scaffolding
- Reach, hold, grasp and turn objects
- Ability to physically restrain students safely
- Frequent use of electronic mail and personal computer
- Accidents improbable outside of minor injuries, such as cuts, scrapes, or bruises
- No exposure to chemical or health hazards but limited exposure to odors
- Primarily require working indoors in environmentally controlled conditions

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.

Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.