



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

HR DEPARTMENT

Position Title:	Certified Occupational Therapist Assistant	Location:	Special Services
Reports To:	Director of Special Services	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	188 days / 10 months	Salary:	See lhusd.org website

Education and Experience Requirements

High school diploma or equivalent

Certificates and Licensure Requirements

- Certification by National Registration Exam
- Valid license from the state of Arizona Board of Occupational Therapy Examiners
- Valid Arizona Driver's License
- CPR/First Aid Certification
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

To serve as a provider to the district's student population, evaluate students to determine their functional levels and identify special needs in collaboration with the OTR/L, plan and implement therapeutic activities to assist special education students to benefit from their educational experiences, and ensure all paperwork is completed in a timely manner to be in compliance and maintain funding.

Qualifications

- Ability to relate well with staff, and public
- Ability to communicate effectively, orally and in writing
- Good health, physical stamina, fitness, and vitality
- Personal qualities associated with good human and interpersonal relations

Responsibilities and Requirements

CURRICULUM AND INSTRUCTION

- Implementation to meet the IEP goals; Program planning and management
- Provide training to the appropriate persons to carry over therapy goals in the school setting
- Equipment/room maintenance
- Conduct screenings and progress monitoring to help develop IEP
- Schedule students for evaluation and treatment
- Perform other job-related duties as assigned by the Special Services Director
- Write reports, business correspondence and procedure manuals
- Effectively present information and respond to questions from groups of case managers, District employees, parents, and the general public

STAFF PERSONNEL

- **MEETINGS:** Attend staff meetings and district in-service programs
- **COMMITTEES:** Serve on committees as requested; assist in the development, implementation, and evaluation of in-service programs for District personnel as they pertain to Child Find, Safety in the Work Place and Best Practices related to Occupational Therapy
- **TEAM MEMBER:** Be responsible for own involvement as contributing member involving group decision making and the development of a positive, cooperative building environment

STUDENT PERSONNEL

- **HEALTH & WELFARE:** Identify and refer unusual student behavior to appropriate specialists; report to the nurse any injury or illness to a student or self

OPERATIONS

- **POLICIES & REGULATIONS:** Know and observe board policies and regulations
- **TEACHER ABSENCE:** Advise administration in accordance with district policy
- **BOOKS & SUPPLIES:** Account for school and district property, as required
- **EMERGENCY PROCEDURES:** Follow school regulations regarding emergency procedures
- **ATTENDANCE:** Report to work daily at times assigned and remain on thru time prescribed in district policy

PROFESSIONAL GROWTH



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- Pursue professional growth to provide current and effective therapy to students to allow them to progress and achieve IEP goals
- Ensure the code of ethics is a priority in professional and personal conduct
- May be involved on federal, state, and local committees as it relates to District business in area of responsibility

OTHER

- **HEALTH:** Responsible for performing those duties which protect the health and safety of students and employees

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds
- Candidate must be able to perform duties of a rigorous work schedule, which includes lifting, moving, and positioning students (up to adult size) in providing occupational therapy services: bend, kneel and stoop on a regular basis; and stand for extended periods. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Information

- Must be able to pass a fingerprint clearance and background check

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.