**Sugar-Salem Joint School District #322**

**Job Description**

**TITLE: Occupational/Physical Therapy Assistant Specialist** Number:

Classification: Classified Specialist New: February 2016

Department: Special Education Revised:

QUALIFICATIONS:

1. Post secondary education {Meet one of the following requirements :}
   1. 32 college academic credits [provide unofficial transcript]
   2. Associate degree or higher
   3. Pass the ETS ParaPro Assessment with score 460 or higher
2. Aptitude for the work to be performed
3. Interest in children and education
4. Desire to assist students with various types of special needs in a learning environment
5. Emotional maturity and stability necessary for the specialized work involved
6. Such alternatives to the above qualifications as the Board find appropriate and acceptable

REPORTS TO/EVALUATED BY:

Principals, licensed therapist and Special Education Director

JOB GOAL:

To assist, support, and work closely with therapist, teachers, administrators, and other team members in providing educational benefit for students.

PERFORMANCE RESPONSIBILITIES [aligned to “Idaho Professional Standards”]

1. Works with individual students or small groups of students to reinforce learning materials or skills initially introduced and outlined by certificated/licensed staff through student IEP. [1p1, 1p3, 2p1, 3p5, 4k3, 4p1, 7p1]
2. Assists the certificated/licensed staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of the individual students, their needs, interests, and abilities. [3k1, 3k2, 3p3, 4k4, 7k1, 7k2, 8p3]
3. Performs clerical duties such as setting up therapy schedules, data entry (progress notes, Medicaid billing notes) as well as maintaining IDEA compliance paperwork (testing results into Eligibility reports, student goals and progress in IEP, etc.) as directed by certificated/licensed staff [1k1,1k2, 1p1, 1p2, 1p3, 2k1, 2p1, 3k2, 3k3, 3k6, 3p1, 3p2, 3p3, 3p7, 4k1, 4k3, 4k4, 3p1, 4p2, 5p3, 5p6, 5p8, 7p1, 8p1, 10p3]
4. Interacts with teachers to help identify potential therapy needs of students [1k2, 5k2, 5p2, 6p1, 8p3, 10k1, 10k6, 10d2, 10p7, 10p8]
5. Performs assigned supervision of students during lunch periods, recesses, and on field trips as needed [Principals 1-10, 5p5]
6. Performs assigned non-instructional classroom duties such as toileting, and clothing routines as needed. [3p1, 3p4, 3p6, 7p1, 5k6]
7. When requested, serves as a resource person to the General Intervention Team and/or IEP, RTI team(s) [8p3].
8. Demonstrates ethical behavior and confidentiality of information about students in school environment and community. [8p1, 9k1, 9k2, 9d5, 10k1, 10k2, 10k4, 10k7, 10d3, 10p1, 10p4, 10p6]
9. Participates in in-service training programs as approved [principals 1-10, 9p4]
10. Maintains safe working environment and encourages colleagues to be safety minded in performance of all school related duties [5k2, 5p2, 5p5, 10p8]
11. Performs other such duties/assignments as directed by certificated/licensed staff [10k1, 10p2, 10p3]
12. Assists as directed by certificated/licensed staff in the effort to successfully maintain students with special needs in an integrated setting as determined by the IEP, RTI team(s). [2p1, 3k2, 3k3, 3d1, 3p2, 3p5, 3p7, 4k3, 4k4, 4d1, 4d2, 4p1, 8p4]
13. Effectively collects and maintains evidence of meeting “Idaho Paraprofessional Standards” [portfolio].

TERMS OF EMPLOYMENT:

* Approximately nine-month working period with the position constituting as an employee at-will of the school board
* Salary as outlined on classified salary schedule –Step 5 (Special Services Specialist)
* Fulfills the requirements of the Idaho Paraprofessional Standards

EVALUATION:

* Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Paraprofessionals.