



Job Title: Motor Services Technician
Department: Special Education
Reports To: Physical Therapists and Occupational Therapists
FLSA Status: Non Exempt
Salary Schedule: SC (see MST Salary Schedule Assignment & Training Schedule Section)

SUMMARY

Work under the direction of the Physical Therapist and Occupational Therapist, the Motor Services Technician will provide related services to students with disabilities, including selected education of classroom personnel regarding IEP motor services and direct services to students. The position requires the Motor Services Technician to lift and support students, implement behavior management plans, implement motor service plans, operate adaptive equipment (wheelchairs, standers etc.), and communicate effectively with students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Facilitates student participation in OT and PT activities as directed by the supervising Occupational Therapist and Physical Therapist by selecting tasks most appropriate to the student's needs.

Independently manages variable schedules, routines, and responsibilities in appropriate manner while communicating with a supervising therapist.

Selects specific tasks or activities most appropriate to a student's IEP goals and objectives under the direction of their supervising therapist.

Progresses students through the treatment program, and under the direction of the OT and PT, decides when to advance, decrease, or interrupt the treatment based on student reaction and response to the treatment program.

Utilizes motor equipment and supplies required for treating students and facilitates safe and appropriate placement in devices (prone and supine standers, gait trainers, and walkers).

Observes reactions and responses of students to therapy treatment and reports observations to Occupational Therapist and Physical Therapist.

Documents progress in online student therapy records noting reaction and response to therapy treatment; maintains accurate and timely records of therapy treatments performed and the duration and frequency of treatments.

Competently organizes, plans, documents, communicates and cooperates with coworkers and therapists.

Completes required paperwork within the required time frame.

Attends and participates in staff meetings and in-services as directed.

Operates various types of office equipment such as computers, copy machines, etc.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to work effectively with individuals with disabilities. Ability to learn tasks quickly and work with minimal supervision. Previous experience working with individuals with and without disabilities preferred.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to employees of the school district. Ability to meet and interact with teachers and students with tact, courtesy, and discretion.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to learn special needs of particular individuals. Ability to learn and follow rules and regulations as they apply to job assignments. Ability to learn emergency procedures. Ability to follow directions.

EDUCATION and/or EXPERIENCE

Associate's degree or 48 semester credit hours from a college/university; or passing results on an approved Paraprofessional Assessment.

CERTIFICATES, LICENSES, REGISTRATIONS

Must obtain WCSD Motor Services Technician (MST) Certification within one year of hire or be actively working on certification. See Salary Schedule Assignment and Training section of this position description. Once obtained, Motor Services Technician must maintain an active MST certification by demonstrating ongoing competencies.

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 required to be able to lift 55 lbs, spend long periods of time on the floor (kneeling or sitting), and move about to various parts of school buildings. Ability to assist in the personal management needs of individuals with disabilities (e.g., feeding, dressing, toileting, grooming, lifting, positioning, etc.). Ability to escort and assist children as necessary. The employee is regularly required to use fingers and hands; talk and hear. The employee is regularly required to sit, stand, walk, and reach with hands and arms. Specific vision abilities for this job include close vision, distance vision, and color vision.

The employee must be able to pass the Pre-Employment Fitness for Duty Assessment.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing 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 noise level in the work environment is usually moderate.

Employees working under this position description are considered to have regular contact with students who may place the incumbent at risk to bodily fluids. These employees are eligible to receive the Hepatitis A and B vaccines from the Southwest Utah Public Health Department, at no cost.

Motor Services Technician (MST) Salary Schedule Assignment and Training Schedule

Motor Services Technician's must be actively progressing in the WCSD MST Certification Program towards the MST Certification. The MST Certification must be obtained within one year.

Lane 3:

- A minimum of an Associate's degree, 48 semester hours from an accredited college/university, or has passing results (460) on the ETS Paraprofessional Assessment.
- Pass the Pre-Employment Fit for Duty Assessment
- Signed Training Agreement

Lane 5:

- Completed requirements outlined for Lane 3
- 50 hours of initial Intensive Training with Occupational and Physical Therapist (One week with each in side by side training)
- 40 additional hours of Professional Development related to the 8 MST Functional Areas
 - **Safety**
 - WCSD Required Safety Training
 - Lifting & Transfer training (safety of student and para)
 - **Health**
 - Medical Training (CPR, AED, Seizure, Epi-Pen)
 - **Behavior**
 - Aspen Training
 - ABA/ Intensive Behavior Training (5 hours minimum)
 - **Data/Documentation**
 - Online motor program documentation
 - Measuring terminology for recording level of prompting/ assistance
 - **Gross Motor**
 - Bone, muscle and nerve groups and how each is affected by different disabilities (Cerebral Palsy, autism, etc)
 - Techniques for safely maneuvering and stretching muscles
 - Proper adjusting and Positioning of students into required equipment (prone and supine standers, gait trainers, walkers)
 - Correct methods for lifting and moving
 - Active and Passive range of motion
 - Determine exercise tolerance and proper exercise instruction

- Fine Motor**
 - Developmental stages for fine motor skills and relation to educational process
 - Handwriting Skills- Implementing curriculum
 - Keyboarding Skills
 - Sensory Motor Development and Sensory Processing
 - Exercises for developing fine motor, sensory motor and developmental goals
 - Technology/Tools**
 - Assistive Technology/ Accessibility- (apps, speech to text, word prediction apps, smart pen, keyboards, etc)
 - Motor Kits- (school tools, functional practice tools for therapeutic practice)
 - Professionalism**
 - Communication and collaboration with staff
 - Positive interactions with students- respectful and engaging
 - Confidentiality
- 200 Professional Experience hours
 - Resource Portfolio items completed (must score 15 points for competency)
 - Competency Assessment (90% accuracy)

Prepared By: Special Education Cone Site Coordinator II		Date: 4/18/2016	
Approved By: Executive Director, Human Resources		Date: 5/2/2016	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 01/09/2018
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
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Employee Signature: