

Job Title: Occupational Therapy Assistant
Department: Special Education
Reports To: Special Education Director
FLSA Status: Non-Exempt
Salary Schedule: SA lane 01 step 15 (\$35 per hour)



SUMMARY

The Occupational Therapy Assistant (OTA) provides occupational therapy services to students with disabilities under the direction and supervision of a licensed Occupational Therapist. The OTA implements individualized intervention plans that promote student participation and success in educational activities, supports access to the least restrictive environment, and collaborates with educational teams to improve functional school performance.

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.*

Implements occupational therapy interventions as developed by the supervising Occupational Therapist.

Provides direct services to students individually and in small groups.

Documents treatment sessions and student progress in accordance with WCSD, state, and federal requirements.

Collects objective data to assist the Occupational Therapist in monitoring progress toward IEP goals.

Assists with implementation of sensory, motor, visual-motor, handwriting, self-care, executive functioning, assistive technology, and environmental modification strategies.

Prepares therapy materials and maintains therapy equipment.

Collaborates with teachers, special educators, speech-language staff, physical therapists, school psychologists, administrators, and families.

Participates in IEP meetings when requested by the supervising Occupational Therapist.

Assists with Medicaid documentation and billing requirements when applicable.

Maintains student confidentiality and comply with FERPA, IDEA, and district policies.

Completes required continuing education and maintains Utah DOPL licensure and NBCOT certification.

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.*

Must have strong interpersonal, organizational, and documentation skills.

Must have knowledge of assistive technology, sensory processing, executive functioning interventions, and classroom accommodations.

Ability to work effectively under the supervision of a licensed Occupational Therapist.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

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 variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A minimum of an Associate's Degree from an ACOTE accredited Occupational Therapy Assistant Program or equivalent and a current certification from the National Board for Certification in Occupational Therapy (NBCOT) is required.

Previous pediatric or school-based occupational therapy experience and experience with IEP implementation and educational service delivery is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah DOPL Occupational Therapy Assistant license.

CPR/First Aid certification (preferred).

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

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 regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must 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. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

Prepared By: Director of Special Education			Date: 08/14/2026
Approved By: Assistant Director, Human Resources			Date: 09/09/2026
☐ Reviewed	☐ Revised	By:	Date:
☐ Reviewed	☐ Revised	By:	Date:

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:
Employee Signature:	