

NILES TOWNSHIP DISTRICT FOR SPECIAL EDUCATION VACANCY FOR 2024-2025 SCHOOL YEAR

Title: Certified Occupational Therapy Assistant

Goal: To improve student outcomes by implementing an occupational therapy program and to be an active participant on educational teams and within the school community.

Qualifications:

- National Board for Certification in Certified Occupational Therapy Assistant Licensure- (NBCOT)
- Illinois licensure from the Illinois Department of Professional Regulations

Evaluation: Full-time COTAs will be evaluated two times per year (non-tenured) and once every three years (tenured). Evaluations are conducted by the applicable administrator or Department Lead.

Essential Functions (Duties & Responsibilities)

General

- Adhere to professional, ethical, and legal standards for the practice of Occupational Therapy in the schools, as dictated by associated organizations, e.g., ISBE, AOTA.
- Deliver direct service occupational therapy as defined by the student IEP and under the direct supervision of a supervising OTR/L.
- Follow policies and procedures established by NTDSE, and the School Code of Illinois.

Specific

Domain 1: Planning and Preparation

- Demonstrate a thorough understanding of disabilities and occupational therapy.
- Collaborate with Occupational Therapists and develop and implement a plan for effectively and efficiently serving the needs of students in an equitable and culturally fair manner through a variety of evidence-based models of service.
- Utilize additional resources to assist with the development, and implementation of services.
- Utilize technology to manage data and communicate with staff.

Specific

Domain 2: Classroom Environment

- Establish respect and rapport with students.
- Supervise the safety of all students in the classroom.
- Establish clear expectations for student behavior and maintain appropriate classroom instructional and behavioral control.
- Organize time, environment, materials, and equipment to facilitate learning.

Domain 3: Delivery of Service

- Design instruction that is integrated, challenging, authentic, and engages the learner.
- Progress monitor student growth and adjust instruction as needed.
- Collaborate with Occupational Therapists in order to provide parents with information related to student's occupational therapy needs, and suggestions for activities to promote the development and generalization of skills.

Domain 4: Professional Responsibility

- Maintain accurate records (e.g. daily attendance, communication logs, and data) in specified time and manner.
- Communicate effectively both orally and in writing.
- Be an integral member of the educational team and prepare for and participate in team meetings, problem-solving meetings, and student meetings, and demonstrate Professional behavior while sharing expertise.
- Maintain effective and professional communication with educational team members.
- Relate in a helpful, positive, and efficient manner with all stakeholders and serve as a positive ambassador for NTDSE across all environments.
- Assume responsibility for professional growth, as needed, by participating in professional development activities both formally (e.g. institute days, early releases, NTDSE/Township meetings) and informally (e.g. share/collaborate/mentor/coach with NTDSE and district team members).
- Maintain appropriate certification/licensure/standards of practice.
- Other duties as assigned (e.g. supporting students with feeding, toileting, dressing, etc.).

Other Duties**Physical Requirement and Other Responsibilities:**

The job requires physical exertion with no weight restrictions (e.g., lifting and transporting students, carrying materials or supplies) and physical mobility.

Also, it requires the ability and willingness to manage the feeding and toileting needs of students, if appropriate.

Independent transportation is also required because NTDSE staff frequently work in multiple locations within the NTDSE community and travel between schools.

Knowledge of first aid and health-related emergency procedures is required as well.

Terms of Employment:

School year calendar with option to work Extended School Year. Salary and benefits based on the NTFSET contract.

Application Procedure:

Apply online at www.ntdse.org. Click the "Employment" tab

Application Deadline:

April 12, 2024