



Okanagan Similkameen School District No. 53 Job Description

JOB TITLE: OCCUPATIONAL & PHYSICAL THERAPY ASSISTANT

JOB NUMBER: 124

RESPONSIBLE TO: District Principal of Student Support Services

JOB SUMMARY: Under the supervision of the district principal of special services and the guidance of the occupational & physical therapist (OT/PT), the OT/PT assistant provides support to students with diverse needs.

JOB DUTIES AND RESPONSIBILITIES:

1. prepare materials and resources, and deliver therapy supports for students under the supervision of the OT/PT;
2. monitor student progress through the collection of objective data as requested;
3. participate in job-related training and staff development;
4. communicate positively and effectively, and interact as a collaborative and consultative team member;
5. understand and act in accordance with school and district policies and procedures, district Health & Safety Manual and WorkSafeBC regulations;
6. maintain confidentiality; and
7. other duties as assigned.

REQUIRED QUALIFICATIONS:

1. grade 12 plus completion of approved Therapist Assistant or Rehabilitation Assistant Diploma;
2. two years experience, obtained within the last three years, working as an OT/PT assistant;
3. ability to be flexible and work with minimal supervision;
4. demonstrated computer literacy skills;
5. ability to take direction from supervisor(s) and work as part of a team;
6. effective communication skills in verbal, written and electronic format;
7. strong problem-solving and organizational skills; and
8. physical ability to perform all aspects of the position.