

**Central Valley School District  
Job Description**

**TITLE            Paraeducator - Assistant to Physical and Occupational Therapists**

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**GENERAL SUMMARY**

The Paraeducator - Assistant to Physical and Occupational Therapists provides assistance to disabled students eligible for and designated to receive physical and/or occupational therapy under the direction and supervision of a registered physical therapist or occupational therapist. All Paraeducator positions may include instructional and supervisory duties.

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**ESSENTIAL JOB FUNCTIONS**

Depending upon the individual assignment, the Special Education Physical Therapist/Occupational Therapist Assistant may perform all or a combination of the following:

1. Implement therapy programs and related services under the supervision of a certified therapist.
  2. Maintain accurate, current records for the students within the assigned caseload.
  3. Assist in basic or beginning self-help skills development, i.e. bathrooming, feeding, dressing, combing hair, buttoning, zippering, chewing, swallowing, brushing teeth, as outlined by the supervising therapist.
  4. Carry out positioning exercise and developmental motor programs as outlined by the supervising therapist.
  5. Follow the therapist's written and verbal instructions regarding training students in exercises, ambulation and ADLs.
  6. Notify the therapist when maintenance of specialized equipment, i.e. braces, prostheses, orthoses and wheelchairs is needed.
  7. Utilize proper body mechanics and medical safety precautions when transferring or positioning children in adaptive equipment, including toilets.
  8. Follow appropriate procedures regarding special medical conditions and needs such as seizures, catheters, respiratory difficulties, etc., within the guidelines of the supervising therapist.
  9. Manage and maintain therapy equipment as needed including but not limited to ordering, monitoring safety, fixing, adapting, moving, fitting and adapting equipment.
  10. Maintain monthly list of current eligible students and bill for all students with the assistance of the COTA's. Copy notes, fill out and/or copy Medicaid forms, send masters to Medicaid secretary.
  11. Attend yearly Medicaid update classes.
  12. Assist the therapist as requested in program planning, intervention techniques and program strategies as appropriate.
  13. Confer with therapist regarding patient responses, instructions and need for treatment update; notify therapist of significant problems.
  14. Maintain, color code and purge files for discontinued and move out students as required.
  15. Maintain office equipment as needed.
  16. Perform other duties as required by the supervising certified physical therapist or occupational therapist.
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**OTHER FUNCTIONS**

**REPORTING RELATIONSHIPS**

This position reports to the Supervising Certified Physical Therapist/Occupational Therapist.

**MENTAL DEMANDS**

May experience frequent interruptions; may be required to shift tasks and priorities; required to deal with a wide range of student behaviors; required to deal with a wide range of physical and emotional disabilities; may occasionally deal with distraught or difficult students.

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**PHYSICAL DEMANDS**

Potentially exposed to ordinary infectious diseases carried by students; exposed to student noise levels.

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**QUALIFICATIONS**

1. High school diploma or equivalent (preference given to applicant with college course work in OT/PT or related field).
2. **Documented proof of** AA degree, 2 years of college level credits or passing score on the Washington State ETS Parapro Praxis test.
3. Passing score on the Scheig Paraeducator Assessment test.
3. Successful experience working with disabled children and/or documented experience in assisting occupational/physical therapist is preferred.
4. Demonstrated ability to communicate clearly and work independently and effectively with students, teachers, parents and administrators.
5. Participate in inservices and related paraprofessional growth activities as appropriate.
5. Ability to implement therapy programs appropriate to disabled students with special medical conditions within the public school setting.
7. Possess adequate health and physical strength to lift 50 lbs in order to assist student mobility and relocation.
8. Demonstrated knowledge of appropriate transfer techniques.
9. Carpentry and sewing skills for constructing and repairing adaptive equipment is preferred.
10. Ability to successfully complete blood-borne pathogens training and follow mandatory guidelines regarding universal precautions.
11. Ability to rapidly achieve competency in job performance after successfully completing PT Aide training.
12. Possess a current first aid card with CPR training.

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**CONDITIONS**

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

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**UNIT AFFILIATION**

PSE – Paraeducators

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**CLASSIFICATION HISTORY**

Revised 12/84  
Revised 09/95  
Revised 07/03  
Revised 12/05  
Revised 01/06  
Revised 04/16  
Revised 02/18