

PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
304-329-0580- FAX 304-329-0720
2011-2012 School Year

Posting Date: January 3, 2012 Closing Date: January 9, 2012
Title: Occupational Therapist Assistant Budget Source: Special Education funds
Supervisor: Coordinator of Special Education Salary: Based on degree and experience

Certification: Occupational Therapist Assistant licensed through WV Board of Occupational Therapy

Location: County Itinerant/Current Assignment Kingwood Elementary School

Employment Term: Upon approval for the remainder of the 2011-2012 school year.

Application Process: Submit a letter of interest, a bid sheet and a resume to the Personnel Office, either by mail or fax (304) 329-0720.

QUALIFICATIONS:

1. Appropriate certification for the position as required by W.Va. Policy 5202;
2. Experience with school age children is preferred;
3. Ability to successfully work with parents, staff, and students;
4. Ability to successfully carry out the responsibilities of the position;
5. Meet professional responsibilities;
6. Clearance of any criminal convictions as listed in House Bill 146.

PERFORMANCE STANDARDS/INDICATORS:

1. LEADERSHIP
 - A. Display knowledge of area of responsibility;
 - B. Keep informed of recent developments in field;
 - C. Use good judgment;
 - D. Establish and follow schedule;
 - E. Assist teachers in use of individual evaluation instruments;
 - F. Consult with teachers on student management ideas.
2. WORK TOWARD SCHOOL SYSTEM IMPROVEMENT
 - A. Keep program current with needs of system and community;
 - B. Assist teachers in the use of results of individual evaluations, related materials, and appropriate methods.
3. PROMOTE GOOD EMPLOYEE AND PUBLIC RELATIONS
 - A. Cooperate with staff and public;
 - B. Be accessible;
 - C. Treat parents, staff, public and students courteously;
 - D. Work with parents in developing and understanding of learning problems.
4. DISPLAY PROFESSIONAL WORK HABITS
 - A. Maintain confidentiality;
 - B. Display a positive attitude;
 - C. Display respect for opinions of others;
 - D. Regular attendance;
 - E. Punctual;

5. PROFESSIONAL DEVELOPMENT

- A. Promote staff development in areas related to Occupational Therapy;
- B. Read professional journals;
- C. Attend professional meetings.

6. PROFESSIONAL EVALUATION

- A. Constantly evaluate and update the program;
- B. Offer suggestions to special education director on program improvement;
- C. Offer suggestions to teachers on methods to use in working with students;

7. PERFORM DUTIES ASSIGNED

- A. Prepare and submit reports as required;
- B. Serve on Eligibility Committee;
- C. Counsel Students;
- D. Serve as a liaison to other professionals;
- E. Monitor procedural safeguards to assure compliance;
- F. Consult with and assist other Therapist;
- G. Maintain files in central office;
- H. Requisition materials and supplies;

8. OTHER DUTIES AS ASSIGNED

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood, West Virginia 26537 (304) 329-0580 or to the United States Department of Education, Director of the Office for Civil Rights.