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NASSAU COUNTY

**Title : ASSISTANT COORDINATOR FOR
OCCUPATIONAL THERAPY**

SCHOOL DISTRICTS

Code : 220140 MHA

CLASS SPECIFICATION

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GENERAL STATEMENT OF DUTIES

Assists in the administration, supervision, and coordination of the BOCES Occupational Therapy Services Program; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require independent judgment in achieving the goals and objectives of the program, as outlined by the educational director.

TYPICAL DUTIES

1. Consults with building principals and others regarding program development for school programs and local district needs.
2. Evaluates the performance of Occupational Therapists and Occupational Therapy Assistants, and assists the Coordinator of Therapy Services in the development of an annual assessment of occupational therapy services.
3. Assists the Coordinator in implementing appropriate staff development programs for Occupational Therapists and Occupational Therapy Assistants.
4. Assists in, and coordinates, the interpretation of the occupational therapy services to local school district committees on Special Education.
5. Assists subordinates in determining the appropriate therapeutic procedures to be used in difficult cases.
6. Provides budget information and equipment and supply purchase requests to the Coordinator.
7. Prepares and supervises the preparation of comprehensive reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Extensive knowledge of the modern principles, techniques, materials, and equipment used in occupational therapy.
2. Extensive knowledge of possible hazards to patients during treatment and necessary remedial measures.
3. Thorough knowledge of anatomy and physiology.
4. Knowledge of the principles and practices of administration and supervision.
5. Ability to assist in planning, organizing, directing, scheduling, and evaluating the work of subordinates.
6. Ability to plan specific treatment programs in accordance with indicated needs of patient, and physician's recommendations.
7. Ability to establish and maintain effective working relationships with associates, officials, subordinates, and patients and their families.
8. Ability to express oneself effectively, both orally and in writing.
9. Ability to assist in planning in-service programs and to demonstrate and teach techniques of occupational therapy.

MINIMUM QUALIFICATIONS

Training and Experience

Continuing possession of a current, valid license as an Occupational Therapist issued by the New York State Department of Education

and

Three years of satisfactory experience as an Occupational Therapist, two years of which involved working with a pediatric caseload and one year in a supervisory capacity over subordinate Occupational Therapists and/or Occupational Therapy Assistants.

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