

LANGUAGE ASSISTANT (OCCUPATIONAL THERAPIES)

PURPOSE:

This position assists to improve student function within the educational environment. Collaboration with school-based personnel and the Saskatchewan Rivers Public School Division (SRPSD) Inclusive Learning Team will be essential in the provision of supports that will build enduring capacity among the school teams.

This position reports directly to the Superintendent of Schools responsible for Intensive Supports.

DUTIES AND RESPONSIBILITIES:

- ⇒ Implement purposeful, goal-directed activities provided by the Occupational Therapist (OT) to improve student function within the educational environment in the following areas: postural stability, fine motor skills, visual perception and integration, activities of daily living, motor planning, coordination, sensory processing, self-regulation, self-help activities, social and play abilities, environmental adaptations, and use of assistive devices
- ⇒ Supporting the OT in developing programs and materials for specific students and situations.
- ⇒ Communicating with the OT; gather and report information regarding treatment, progress, and outcomes for assigned OT tasks for students participating in OT within the educational setting.
- ⇒ Collaborating with the school team and other service providers to support educational programs/activities in the best interest of the student.
- ⇒ Communicating the plan for assigned Occupational Therapy service with ease and efficiency to school team and parents as directed.
- ⇒ Working collaboratively with other disciplines on the Student Services Team to support comprehensive services to students.
- ⇒ Completing assigned tasks using effective problems solving and judgment, while performing within the limits of personal competence and the broad practice contexts.
- ⇒ Receiving periodic supervision from the OT and integrating feedback into practice to ensure the service component is delivered in a safe, ethical, and effective way.
- ⇒ Meeting with other service providers to share information when appropriate and permissible to do so.
- ⇒ Reporting to the Occupational Therapist information regarding the caseload as required.
- ⇒ Applying ethics and standards of professional practice in the delivery of school occupational therapy services, observing relevant laws and policies that govern practice.
- ⇒ Provide updates and recommendations to the school team
- ⇒ Support school teams in maintaining records and documenting student progress through recording and management of student data
- ⇒ Establish and maintain a good working relationship with students, staff and/or off-site agencies as required
- ⇒ Must comply with any and all applicable Board guidelines, policies and practices, guidelines and legislation and regulatory requirements
- ⇒ Perform other related duties as assigned

QUALIFICATIONS:

EDUCATION, TRAINING & EXPERIENCE:

- ⇒ Typically, the required knowledge, skills and abilities are obtained through successful completion of Grade 12 and at least one year of related post-secondary education in Occupational Therapy Assistant or equivalent from a recognized institution as approved by the Board of Education
- ⇒ Experience in implementation of communication programming with students of varying ages and developmental levels
- ⇒ Completion of professional development in the area of speech-language development and communication programming would be an asset
- ⇒ Post-secondary training related to child development would be an asset

REQUIRED LICENCES, CERTIFICATIONS & REGISTRATIONS:

- ⇒ Must possess and maintain a valid driver's licence.

KNOWLEDGE, SKILLS & ABILITIES:

- ⇒ Knowledge of occupational therapy assistant strategies and interventions; and instructional accommodations and technology for promoting appropriate student motor skills.
- ⇒ Ability to work collaboratively and consult with other service delivery professionals and members of the division student services team to meet students' needs.
- ⇒ Knowledge of and ability to effectively demonstrate adherence to the ethics and standards of professional practice in the delivery of school occupational therapy services and the relevant laws and policies that govern professional practice.
- ⇒ Knowledge of student behaviour management and co-regulation strategies
- ⇒ Ability to be flexible and adapt to changes in daily routine or the workplace due to changes in policies, legislation, or school division needs.
- ⇒ Ability to work independently with minimal supervision by demonstrating sound judgment, discretion, and decision-making skills to ensure quality of work meets expected standards.
- ⇒ Excellent organizational, time management, and interpersonal skills.
- ⇒ Ability to conduct oneself in a manner appropriate to a school division and demonstrate strict adherence to confidentiality of school division operations and information.
- ⇒ Ability to communicate effectively in English and the ability to understand, develop, convey, and carry out oral and written instructions.
- ⇒ Ability to exercise good judgment, discretion, and tact in dealing with staff, members of the Board, and the public.
- ⇒ Ability to maintain current knowledge of office practices and techniques by engaging in lifelong learning.
- ⇒ Knowledge of Microsoft Office, email, internet, and related software and the ability to use the software effectively to perform various duties.

- ⇒ Ability to supervise learning and school-related activities in a variety of settings and locations
- ⇒ Demonstrate a high regard for all children and youth that honours diversity
- ⇒ Ability to collect appropriate resources and to implement, program, and monitor student progress within prescribed programs
- ⇒ Ability to maintain a positive, encouraging, supportive approach when interacting with all students, consistent with the belief that we can help all children learn and become independent
- ⇒ Ability to engage in constructive dialogue with school personnel and members of the SRPSD Inclusive Learning Team
- ⇒ Ability to establish and maintain effective working relationships with all staff, students and the public demonstrating tact and diplomacy
- ⇒ Ability to work independently with minimal on-site supervision demonstrating sound judgement and decision-making skills to ensure quality of work meets expected standards
- ⇒ Meet the physical demands of the position, such as engaging in gross motor people play and intensive sensory activities such as jumping, running, throwing, pushing and pulling
- ⇒ Ability to conduct oneself in a manner appropriate to an educational institution that provides services to children including demonstrating strict attention to confidentiality of school operations and student information
- ⇒ Working knowledge of current technology and software associated with the duties and responsibilities of this position
- ⇒ Knowledge of and ability to operate within Board policies and procedures

ADDITIONAL INFORMATION:

- ⇒ This position involves travel to various schools and therefore a reliable vehicle and driver's licence is required
- ⇒ A security background check including both a Criminal Record Check and a Vulnerable Sector check will be required
- ⇒ Must participate in applicable safety training, work-related professional development, in-service, or courses of study

CONCLUSION:

The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the role expectations if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the Board of Education and the employee and is subject to change by the Board of Education as the needs of the Employer and requirements of the position change.



Union: CUPE Local 4195

Effective Date: June, 2025

**SASKATCHEWAN RIVERS PUBLIC SCHOOL DIVISION EMBRACES THE
FOLLOWING VALUES AND BELIEFS:**

- **Everyone is a Learner**
- **Excellence for Every Learner**
- **Lifelong and Continuous Learning**
- **Health, Safety and Wellness**
- **Accountability, Honesty, Integrity and Respect**
- **A Positive, Healthy and Enjoyable Work and Learning Environment**
- **An inclusive and diverse workforce and student population**

Saskatchewan Rivers Public School Division Employees are expected to be exemplary role models at all times.