

CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

DEFINITION

Under the direction of the Occupational Therapist, provides educationally-related occupational therapy services to identified special education students according to students' Individualized Education Program (IEP).

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assists in providing occupational therapy according to IEP goals and the treatment plan developed by the School Occupational Therapist and in accordance with District policies and procedures.
2. Assists a School Occupational Therapist with data collection and the assessment of students' abilities in oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function, and postural tone.
3. Adapts school and classroom environment, tools, and materials under the supervision of the School Occupational Therapist to improve student function and facilitate student access to curricular and instructional activities.
4. Assists a School Occupational Therapist with development of treatment goals and an intervention plan as part of the IEP.
5. Attends IEP meetings as directed to report findings and recommendations.
6. Monitors the use of adaptive equipment and other assisting technologies.
7. Provides assistance to educational staff through consultation, training, and direct individual or group activities.
8. Documents therapy and records progress.
9. Maintains a variety of service related logs and prepares reports according to established guidelines.
10. Organizes kits for use in therapy intervention.
11. Contacts District staff, parents, and various agencies related to occupational therapy services.
12. Attends school staff meetings and assists with staff development as instructed.
13. May recommend or develop assisting devices, or classroom modifications.
14. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Child growth and development; principles, methods, and equipment used in occupational therapy; general nature and causes of physical, mental, and emotional disabilities; functioning of adaptive equipment.

Ability to:

Speak and write English clearly and effectively; assist with standardized assessment tests; work with all levels of District staff, parents, students, health care professionals, and other health care agencies; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Graduation from High School or equivalent. Graduation from an accredited school in a Certified Occupational Therapy Assistant Program; additional courses in child development, including neurological, physical, and psychological training are desirable; clinical affiliation in pediatrics and working with children in an occupational therapy or educational setting are desirable.

License/Certificate Requirement:

Possession of a valid California Driver's License.

Possession of a valid Occupational Therapist Assistant certificate as issued by the Occupational Therapy Examining Committee, Board of Medical Quality Assurance, Department of Consumers Affairs.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a school setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a school setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to safely assist in student positioning; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.