

OCCUPATIONAL THERAPY ASSISTANT**DEFINITION**

Under the supervision of the Special Education administrative staff and an Occupational Therapist, provides occupational therapy services for designated special education students according to Individual Education Plan (IEP) goals; maintains related service records; prepares a variety of reports; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Provides educationally related occupational therapy services to designated pupils according to Individualized Education Plan (IEP); assists the Occupational Therapist in identifying and assessing student's skills and abilities in oral motor, sensory registration and processing, motor planning, activities of daily living, range of motion, fine motor function, and postural stability. Assists with the development of the occupational therapy intervention plan as part of the IEP process; assists with data collections and assessments. Attends IEP meetings as directed to report findings and recommendations; maintains regular contact with the Occupational therapist; attends staff meetings and assist with staff development as instructed; travels to various school sites as required. Monitors the use of adaptive equipment and other assistive technologies; may recommend or develop assistive devices; orders equipment, supplies and assessment materials; organizes kits for use in therapy intervention. Provides assistance to educational staff through consultation, training, and direct individual or group activities; contacts district staff, parents, and various agencies related to occupational therapy services. Documents therapy received and records progress; maintains a variety of service related logs and prepares reports. Adapts school and classroom environment, tools, and materials under the supervision of the Occupational Therapist to improve student function and facilitate student access to curricular and instructional activities; perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Occupational Therapy Assistant** provides specific occupational therapy services to special education students under the direction of a licensed Occupational Therapist. This classification also requires the incumbent to be a certified Occupational Therapy Assistant. The **Instructional Assistant–Special Education II** provides instructional assistance and, usually, more constant physical care to individual or groups of students with severe and, often, multiple physical, emotional, behavioral, cognitive, learning and/or communication disabilities such as emotional disturbance, autism, orthopedic impairment, significant mental retardation and blindness.

EMPLOYMENT STANDARDS

Knowledge of: English grammar, vocabulary, and written expression, and of mathematics equivalent to a 12th grade level; principles, methods, and equipment used in occupational therapy; intellectual, sensory, and physical development of young children; educational and developmental needs of young children with disabilities; occupational therapy techniques used in the assessment and treatment of disabilities; general nature and causes of physical, mental, and emotional disabilities; functions of adaptive equipment, assistive technology, and special equipment, such as wheel chairs and braces.

Ability to: Apply occupational therapy techniques in the treatment of children with disabilities; assist an Occupational Therapist in making accurate assessments of the developmental status and educational needs of young children; design and fit adaptive devices; read, write and speak English proficiently; work

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cooperatively with co-workers, school staff, parents and others; motivate, gain the cooperation of, and relate well to students; be patient, consistent and caring in approach to students; communicate effectively orally and in writing; understand and carry out oral and written instructions; work independently without direct supervision; be flexible and able to adapt to changes in routine and duties; schedule and plan work to meet established time lines; be organized and manage time effectively; maintain records and prepare clear and concise reports; be reliable in attendance, punctuality, and follow-through; learn to operate office standard equipment including microcomputers and related software applications

Essential Physical Activities and Work Environment: Sufficient stamina to stand, walk, sit, kneel, squat, bend, and reach on a daily basis to perform various activities associated with occupational therapy; sufficient visual acuity to read text in a wide variety of typed/written formats and monitor student activities; hearing sufficient to understand normal conversations; clarity of speech sufficient to give and receive instructions; sufficient strength to lift, move, position and/or carry physically disabled students with or without assistance weighing up to 50 lbs and adjust, push or pull orthopedic equipment; sufficient dexterity of fingers and hands to operate a variety of office equipment, write and grasp, push and pull various light objects and equipment; sufficient mobility to visit classrooms and other locations on campus and to get into a vehicle and travel to various district locations. Work is performed in indoor environments but the necessity to go to different locations involves some exposure to the outdoor elements.

Required Background: Graduation from high school or recognized equivalent and from an accredited school in a Certified Occupational Therapy Assistant Program.

Additional instruction in child development, including neurological, physical, and psychological training and experience working with children in an occupational therapy or educational setting is desirable.

License and/or Certificates: Certified Occupational Therapy Assistant by the National Board of Certification for Occupational Therapy (NBCOT). Possession of a valid California Class C driver's license, and the use of an automobile or proof of an equivalent mode of personal transportation.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.