

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

JOB SUMMARY:

Under the immediate direction of a registered Occupational Therapist, assists in providing occupational therapy services to special education students, reports on the students' progress in attaining goals and objectives and demonstrates proper techniques in addressing particular disabilities.

DISTINGUISHING CHARACTERISTICS:

This specialized classification is distinguished from other instructional assistant classifications in that the primary responsibility is to assist in providing occupational therapy services pursuant to Individual Education Program (IEP) goals and treatment plans. It is also distinguished by the absence of immediate supervision, the amount of independent judgment exercised, the special needs of the population served and the need for knowledge of specific methodologies. The position is similar to the Speech Language Pathology Assistant in that both require a specialized course of education and certification.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides occupational therapy sessions according to student Individual Education Program (IEP) goals and treatment plans; administers standardized tests, conducts student observation, and/or completes clinically derived surveys under the guidance of the Occupational Therapist; observes and documents reactions and responses of students to occupational therapy treatment and reports observations to Occupational Therapist; implements home programs and provides instruction as determined by the student's therapy plan; explains and clarifies occupational therapy goals and services and communicates with school personnel and parents as needed regarding student progress and concerns; sets up and operates therapy equipment, including hanging, repositioning and adaptation for student use and instructs educational team in the use and care of equipment; collaborates with Occupational Therapist regarding student progress in areas of instruction, activities of daily living, play, leisure and social participation; assesses perceptual-motor skills, motor coordination, sensory development, muscle strength, and related skills and aptitudes; consults with Occupational Therapist regarding the interpretation of student performance; drives a vehicle to various sites, including home residences, to provide occupational therapy services to individual or small groups of students; attends a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of occupational therapy and maintain license; documents student progress toward IEP goals and objectives by preparing records, charts or other means of documentation; maintains and files student records, attendance reports and files including confidential information; performs a variety of regular clerical duties, such as filing, typing, word processing, or duplicating materials; performs related duties as assigned.

EMPLOYMENT STANDARDS

Education: Sufficient education to successfully pass proficiency examinations. Proof of high school diploma/GED and completion of a minimum of 48 college units required under NCLB education for Title I school assignments. Completion of an accredited Certified Occupational Therapy Assistant Program. Current, valid license as a Certified Occupational Therapy Assistant issued by the state of California. Maintenance of this certificate is a condition of continued employment.

Experience: A minimum of one year of occupational therapy experience with children with disabilities, including pediatrics, sensory integration and motor evaluation and training. Experience in a structured environment with training and experience that is recognized by the State Licensing Board.

Knowledge of: Basic methods of instruction; general needs and behavior of children diagnosed with developmental disabilities, including an understanding of appropriate behavior management techniques used in controlling and motivating students; general concepts of child growth and development and child behavior characteristics; principles and practices for the treatment and evaluation of children with developmental delays and neurological, orthopedic and perceptual disabilities; applicable treatment modalities for special needs children from preschool to grade 8; educational and medical applications of adaptive equipment; modifications to tasks and environmental factors to enhance student's functioning; proper methods of positioning students in orthopedic equipment; record keeping, basic report preparation and filing techniques; health and safety regulations; laws, rules and regulations related to assigned program and activities; CPR procedures; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

Ability to: Assist in providing occupational therapy services for identified students according to IEP goals; assist with conducting occupational therapy screenings; maintain records and prepare clear and concise reports related to assigned students and activities; monitor and assist in evaluating student progress and communicate student's therapy status and progress to educational team members as requested by supervising Occupational Therapist; motivate and encourage positive learning patterns and behavior for students with special needs; interpret, apply and explain laws, rules and regulations related to assigned activities; understand and work within scope of authority; observe health and safety regulations; communicate effectively both orally and in writing; demonstrate confidence, tact, and the use of good judgment; plan and organize work; meet schedules and timelines; use good judgment in making independent decisions to respond to student requests and needs; work independently under direct and indirect supervision; establish and maintain effective relationships with children with development disabilities and their parents; attend District meetings, and parent and student conferences; tutor students diagnosed with development disabilities in a special class program and/or specially designed home program; maintain effective and harmonious working relationships with students, fellow employees, teachers and administrative staff; maintain confidentiality of sensitive information; utilize appropriate instructional materials and procedures; travel to students' homes and other locations as needed; obtain a Red Cross First Aid certificate, including CPR training; use personal vehicle, maintain valid driver's license and proof of auto insurance.

LICENSES AND OTHER REQUIREMENTS:

Valid CPR Certificate issued by an authorized agency within three months of hire. Must be registered as a Certified Occupational Therapy Assistant with the State of California, as well as meeting requirements to keep certificate current.

Physical Standards:

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions in this specialized instructional assistant position. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on school site, specialized department and or student assignment.

Work Environment: While performing the duties of this job, the employee works in various environments including office, student home residence, clinic and classroom environments. The employee's primary responsibility is to assist in providing occupational therapy services according to Individual Education Program (IEP) goals and treatment plans. The employee travels to assigned sites. Employees in this position may have a higher level of exposure to infection and physical injury from students. There is also frequent contact with staff and public. The noise level is moderate. Actual daily work schedules will vary, dependent on program need.

Physical Demands: The physical demands of this position require that the employee engage in strenuous physical activity. Sitting and standing for extended periods of time is also required. Dependent on class/student assignment the employee may frequently move or lift children weighing up to 50 lbs unassisted from wheelchairs to tables or desks. Works with students who have severe physical and emotional disabilities. Employees may lift and move students who may wear heavy braces, use wheelchairs and other assistive devices. Frequent bending at the waist is required, as is kneeling, crouching, pushing and pulling to assist students with braces, floor exercises and pushing of wheelchairs with or without students up and down inclines, steps and on long walks. Employees may reach overhead as well as above the shoulders and horizontally. Dexterity of hands and fingers to demonstrate activities and equipment is required as is hearing and speaking to model clear English speech, exchange information, make presentations, hear in a noisy environment and locate the source of a sound. Seeing to read a variety of materials and monitor student activities is required.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	December 2, 2009
Approved Revision by the Personnel Commission:	November 18, 2013