



For the future of every student

CLASS TITLE: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of occupational therapy procedures, services and treatment to enhance fine motor, gross motor and other functional abilities and development among identified students with disabilities; assist with developing and implementing therapeutic activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide occupational therapy services and treatment to enhance sensory-motor development among identified students with disabilities; implement treatment plans for individual students according to established specifications; conduct individual and group sessions with students.

Assist School Occupational Therapists with developing and implementing treatment, therapeutic activities and related plans, goals and objectives to improve student functioning and enhance learning; conduct motor therapy activities with individual and small groups of students.

Provide consultation and support to teachers and others regarding student developmental needs, treatment procedures and related educational activities; travel to school sites to assist with therapeutic activities of assigned caseload as directed.

Monitor and assess sensory-motor development and other identified developmental needs using various tools; evaluate needs and progress towards goals; monitor and assist with adjusting individual treatment and therapy programs in response to student progress.

Advise teachers, staff, parents and others concerning occupational therapy, sensory development and related students, therapy programs, treatment plans, guidelines, requirements, practices, procedures, and motor, fine motor, sensory and self-care issues and programs.

Provide appropriate follow-up services on student therapy programs to monitor progress and assure student needs are being met in accordance with established requirements; meet and confer with School Occupational Therapists and others concerning student progress.

Assist in researching and organizing occupational therapy and related departmental operations and activities; assist with arranging and setting up clinics; prepare, set out and clean up related supplies, toys and equipment; reserve facilities for treatment activities.

Utilize, adjust and demonstrate the use of various adaptive and therapeutic equipment as appropriate.

Communicate with students, staff, faculty, outside agencies and others to exchange information and resolve issues or concerns.

Provide input concerning student needs, goals, treatment sessions and progress; assist therapists with IEP updates, addendums and progress notes for individual students.

Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work.

Monitor inventory levels of therapeutic supplies and equipment; order, receive and maintain adequate inventory levels of supplies and equipment.

Attend and participate in various meetings, conferences and in-services as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General principles, methods, equipment, theories, practices and techniques of occupational therapy.
Occupational therapy modalities, activity assessment and related child development.

Problems and concerns of students with special needs.

General plans, practices, techniques and strategies involved in providing occupational therapy and treatment to enhance sensory-motor development among identified students with disabilities.

Policies and objectives of assigned program and activities.

Child growth and development.

Operation of therapeutic and adaptive equipment.

Common disabling conditions of children.

Applicable laws, codes, regulations, policies and procedures.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report writing techniques.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Provide occupational therapy services and treatment to enhance fine motor, gross motor and other functional abilities and development among identified students with disabilities.

Conduct motor therapy activities and implement treatment plans for individual and small groups of students according to established goals and specifications.

Interpret, apply and explain rules, regulations, policies and procedures.

Understand and relate to children with special needs.

Assist with developing and implementing appropriate treatment plans.

Set up, operate and adjust therapeutic and adaptive equipment.

Determine appropriate action within clearly defined guidelines.

Provide consultation and support to teachers and parents regarding student developmental needs.

Maintain records and prepare reports.

Prepare detailed individual case notes.

Observe health and safety regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Certified Occupational Therapy Assistant Certification issued by the American Occupational Therapy Certification Board.

Valid State Occupational Therapy Assistant license.

Valid California driver's license.

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate office and therapeutic equipment.

Seeing to monitor student progress and read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling or crouching to assist students.

Reaching overhead, above the shoulders and horizontally.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling heavy objects as assigned by the position.