

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Certified Occupational Therapy Assistant
Pay Table:	Support
Pay Grade:	12
FLSA Status:	
Job Code:	879
Reports to:	Occupational Therapist/Related Services Coordinator

JOB SUMMARY

Under the direction of the Occupational Therapist and/or Related Services Coordinator, the Certified Occupational Therapy Assistant assesses student functioning, makes occupational therapy-related treatment recommendations, and assists teachers and parents with treatment interventions.

ESSENTIAL JOB FUNCTIONS

- Assists with assessment of student functioning (e.g., self-regulation, fine motor skills, developmental level). This may involve practices such as observation of students in classroom and other settings, gathering of work samples, conducting interviews, reviewing files and the administration and scoring of standardized tests.
- Assists with preparation of 504 plans and IEP long-term goals and goal-related benchmarks.
- Participates in IEP and 504 meetings. Discusses, coordinates and answers questions regarding plan elements with IEP team. Explains the occupational therapy evaluations to parents. Assists with implementation of plans.
- Performs “activity analysis” of student required tasks.
- Consults with classroom teachers, resource teachers, etc. to review student evaluations and to propose strategies and makes recommendations.
- Assists Occupational Therapist with development, maintenance and modification of treatment plans. Provides teachers, students and parents with lists of performance enhancement activities and strategies for students. Answers questions relating to occupational therapy.
- Records and maintains daily skill and goal accomplishment progress notes, consolidating at the end of each term. Updates and makes adjustments to goals as necessary. Documents analyses and evaluations.
- Mentors and assists college student occupational therapy assistant interns.
- Fabricates or recommends purchase of adaptive equipment.
- Drives personal automobile to various school locations within the district.

MINIMUM REQUIREMENTS

- Associate's degree in occupational therapy plus two 8-week internships in specialty area.
- Some experience related to skills above preferred.
- Certification as Occupational Therapy Assistant.
- Driver's license.
- State Occupational Therapy Assistant license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to train and/or work with adults and children; strong interpersonal skills.
- Ability to communicate effectively, verbally and in writing.
- Knowledge of early childhood development stages/processes.
- Ability to administer and score standardized tests.
- Basic office skills (e.g., filing, word processing).
- Ability to operate computer.
- Ability to research and develop individualized student interventions.
- Ability to manage inventory and property.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.