

**SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: **Certified Occupational Therapy Assistant (Grade 52)**

DEFINITION: Under direction of special education administrative and occupational therapy staff, performs as a member of a team by providing direct occupational therapy services to children and assessing children to determine current levels of motor development, areas of family concern and the child's developmental areas of need.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Provides direct occupational therapy services to children according to Individualized Education Plan (IEP) and goals.

Documents therapy received and records progress.

Maintains related logs and prepares reports.

Collaborates with district team members to assess children to determine the nature and extent of motor disabilities.

Collects data to facilitate the preparation of assessment reports.

Participates in IEP meetings.

Assists in the development of occupational therapy plans and goals as part of the IEP process.

Consults with staff and family on the appropriate implementation of educational programs as they relate to the development of motor skills.

Recommends materials, activities and assistive devices to facilitate the development of children with motor disabilities.

Demonstrates educational and developmental strategies to children and families.

Orders equipment, supplies and assessment materials.

Communicates with other professionals serving children on caseload.

Participates in local and state presentations as necessary.

Assists in the preparation of in-services and trainings.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

Verification of certification by the National Board of Certification for Occupational Therapy (NBCOT) and a valid license issued by the California Board of Occupational Therapy are required.

Persons in this classification are required to obtain both a California Department of Justice and an FBI clearance prior to starting employment.

EDUCATION AND EXPERIENCE:

Typical qualifying experience would include: possession of an Associate's degree in occupational therapy; previous work experience with children (ages three to twenty-one); experience working in a school setting; and experience working as a member of a transdisciplinary team. Additional experience working collaboratively with families as well as experience working with special needs children is desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Physical, intellectual, and sensory development of children.
Principles, methods, and equipment used in occupational therapy.
Techniques used in the assessment and treatment of children with disabilities.
Educational and developmental needs of children with specific disabilities.

ABILITY TO:

Assist in the assessment of developmental status and educational needs of young children.
Work collaboratively in teams and with families.
Make oral presentations to small and large groups.
Communicate effectively orally and in writing.
Work effectively with individuals from various ethnic, cultural, and social backgrounds.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Indoor office or classroom setting. Requires the ability to travel to and from school sites to perform assigned duties.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment and perform assigned duties; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift and move moderately heavy objects and assist with student positioning (up to adult size).

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Range
01/2000	January 28, 2000	12/04, 09/06, 10/09, 10/10, 11/14	Non- Exempt	Classified Support Grade 52