Buena Park School District

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

SUMMARY:

Under general supervision of the Occupational Therapist provides assistance specific to the area of educationally-related occupational therapy services to identified special education students according to student Individualized Education Programs (IEP).

ESSENTIAL DUTIES:

- Assist in providing occupational therapy according to IEP goals and the treatment plan developed by the Occupational Therapist and in accordance with District policies and procedures.
- Assist Occupational Therapist with data collection and the assessment of students abilities in oral, motor, sensory integration, motor planning, and developmental function, activities of daily living, fine motor function, and postural tone.
- Adapt 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.
- Assist Occupational Therapist with development of treatment goals and an intervention plan as part of the IEP.
- Monitor the use of adaptive equipment and other assisting technologies.
- Document therapy and record progress.
- Prepare learning materials and organize kits for use in therapy intervention.
- Perform other related duties as assigned.

MIMIMUM QUALIFICATIONS:

Knowledge of:

- Child growth and development.
- Principles, methods, and equipment used in occupational therapy.
- General nature and causes of physical, mental, and emotional disabilities.
- Function of adaptive equipment.
- Safe working methods and procedures.
- Record keeping techniques.
- Personal computers and software, including word processing.

Ability to

- Speak and write English clearly and effectively (both oral and written forms).
- Assist with standardized assessment tests.
- Perform the essential duties of the job with or without reasonable accommodation.
- Work with students having a broad range of learning and /or physical disabilities.
- Motivate and encourage positive learning patterns and behavior of students with disabilities and special learning needs.
- Assist with the discipline of students in accordance with District policy.

- Assist with behavior modification of students.
- Demonstrate understanding and patience toward students with disabilities and or/behavior problems.
- Operate a variety of office and classroom equipment, including a computer.
- Prioritize workload and conflicting demands.
- Maintain records and complete tasks in a timely manner.
- Communicate thoughts ideas, information, and messages in writing.
- Interact successfully with parents, students, supervisors, school staff, health care professionals, other health care agencies, and the community.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent; graduation from an accredited school in Certified Occupational Therapy Assistant Program; additional courses in child development, including neurological, physical, and psychological training are desirable; clinical affiliation in pediatrics and working with children in an occupational therapy or educational setting are desirable.

LICENSES AND OTHER REQUIREMENTS:

- Valid Occupational Therapist Assistant certificate as issued by the National Board of Occupational Therapy.
- Valid California Driver License.
- Within six (6) months of employment, must obtain a first aid certificate issued by the American Red Cross.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate therapy equipment.
- Reaching overhead, above the shoulders and horizontally, to utilize therapy equipment.
- Sitting or standing for extended periods of time while working with students.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.
- Pushing or pulling wheelchairs, mobility toys and other equipment.
- Carrying moderately heavy students, objects and adaptive equipment up to 50 pounds.

Board Approved: October 26, 2009