



Excellence for all.

Job Title: Certified Occupational Therapy Assistant

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function:

Under the direction of an assigned supervisor, provides educationally related occupational therapy procedures and services that includes direct intervention and instructions from medical protocols and individualized educational plans to enhance fine motor, gross motor and other functional abilities and development among identified students with disabilities; assist with developing and implementing therapeutic activities to assist students in acquiring functional and independent life skills; ensure compliance with District, local, state and federal regulations and policies; assist with the implementation of IEP goals and objectives.

Distinguishing Characteristics:

The Occupational Therapy Assistant is a health care paraprofessional requiring certification by the California Board of Occupational Therapy. The Occupational Therapy Assistant works under the direction and protocols given by an Occupational Therapist.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Model positive behavior and communication, promoting courtesy in all interactions.
- Observe and adapt to changes at the discretion of a supervisor.
- 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 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.
- Provide consultation and support to teachers, instructional staff 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.
- Participate in consultations with parents and staff on occupational therapy interventions for students on site and through home programs. Attend Individualized Educational Plan (IEP) meetings as necessary to observe the connection between interventions and educational goals.
- 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.
- Monitor inventory levels of therapeutic supplies and equipment; order, receive and maintain levels of supplies and equipment.
- Modify and design adaptive equipment that enhances students' ability to access learning and technology.
- Ensure the documentation of services is professional, efficient, and accountable, and in conformance with the policies of state and other agencies.

Other Duties:

- Perform related duties as assigned
- May be assigned out of class work as prescribed by Merit Rules and Regulations

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- General principles, methods, equipment, theories, practices, and techniques of occupational therapy.
- Occupational therapy modalities, activity assessment and related child growth and 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 activities.
- Operation of therapeutic and adaptive equipment.
- Common disabling conditions of children.
- Observe health and safety regulations.
- Attend and participate in various meetings, conferences and in-service trainings as assigned.
- Basic first aid techniques.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Assess the development of status and educational needs of children and the role of occupational therapy.
- 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 of individual and small group of students according to established goals and specifications.
- Learn, interpret, and apply District, State, and Federal requirements and objectives for academic achievement including Individualized Educational Plans.
- Relate well with students, parents, and all levels of staff, work cooperatively to effectively carry out regular and remedial therapeutic programs.
- Present self in a professional manner to students, parents, and staff.
- Maintain confidentiality of private information.
- Optimize a work schedule that involves multiple locations.
- Set up, operate, and adjust therapeutic and adaptive equipment.

- Determine appropriate action within clearly defined guidelines.
- Establish and maintain a safe and healthy environment.
- Maintain a variety of records and prepare complex reports.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above and successful completion of the Merit examination process is required.

Typically, this would be gained through: Graduation from an accredited school in a Certified Occupational Therapy Assistant Program. Experience working with children with disabilities ages zero to 22 in an occupational therapy or educational setting is desirable.

Licenses/Certificates and other Requirements:

- Valid Certified California Occupational Therapy Assistant (OTA) certification issued by the American Occupational Therapy Certification Board.
- Valid California driver's license.
- Valid First Aid and CPR Certificate.

Working Conditions:

Environment: Indoor and outdoor work environment. Driving a vehicle to conduct work. Combination of office and school sites. Some safety considerations exist due to physical effort.

Physical Demands: Dexterity of hands and fingers to operate therapeutic equipment and a personal computer keyboard to access and record information. Moderately active nature; ambulatory ability to move to various class and meeting room settings. Able to stoop, bend, kneel, and to reach; hand-arm motion ability and coordination to assist others with physical movements; hand-eye-arm coordination ability to use special diagnostic devices; visual ability to recognize words, numbers, and non-verbal actions of people; auditory ability to project voice and carry out conversations with individuals and small groups in person and over the phone.

Hazards: Driving a vehicle during adverse weather conditions. Potential for exposure to blood and other body fluids and communicable diseases.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 129

Personnel Commission: Classification/Compensation Study 2022-2023 Approved: July 12, 2023