

CLASSIFIED JOB DESCRIPTION

OCCUPATIONAL THERAPY ASSISTANT

JOB SUMMARY:

Under immediate direction of special education administrative staff and occupational therapy specialist staff, provides occupational therapy services for designated pupils according to Individualized Education Program (IEP) goals; maintain related service records and prepares a variety of reports.

ESSENTIAL JOB FUNCTIONS:

- Provides educationally related occupational therapy services to designated pupils according to Individualized Education Program (IEP) goals.
- Assists occupational therapy specialist staff in identifying and assessing pupil's skills and abilities in oral motor, sensory registration and processing, motor planning activities of daily living, fine motor function, and postural stability.
- Assists with the development of the occupational therapy intervention plan as part of the IEP process; assists with data collections and assessments.
- Attends IEP meetings as directed to report findings and recommendations; maintains regular contact with assigned occupational therapy specialist; attends staff meetings and assists with staff development as instructed; travels to school sites as required.
- Monitors the use of adaptive equipment and other assistive technologies; may recommend or develop assistive devices; orders equipment, supplies, and assessment materials; organizes kits for use in therapy intervention.
- Provides assistance to educational staff through consultation, training, and direct individual or group activities; contacts District staff, parents, and various agencies related to occupational therapy services.
- Documents therapy received and records progress; maintains a variety of service related logs and prepares reports.
- Supports and participates in the District integration program as appropriate.
- Performs related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- High school diploma or GED required.
- Any combination of training, experience, and/or education equivalent to graduation from an accredited school in a Certificated Occupational Therapy Assistant Program. Additional instruction in child development, including neurological, physical, and psychological training is recommended; clinical affiliation in pediatrics is desirable; experience working with children in an occupational therapy or educational setting is desirable.
- Ability to operate standard office equipment including microcomputers and related software applications; communicate effectively orally and in writing; maintain cooperative relationships; design and fit adaptive devices; assist with standardized assessment tests; work with all levels of District staff, parents, health care professionals, and other health

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care agencies; lift and move moderately heavy objects and assist in pupil positioning; plan and organize work; meet schedules and timelines; maintain records and prepare reports; analyze situations accurately and adopt an effective course of action; work independently with little direction; read, interpret, apply, and explain rules, regulations, policies, and procedures.

- Knowledge of technical aspects of field of specialty; oral and written communication skills; correct English usage, grammar, spelling, punctuation, and vocabulary; principles, methods, and equipment used in occupational therapy; child development and growth including neurological and physical dysfunction; reading and writing English communication skills.
- Licenses and other requirements: Obtain certification by the National Board of Certification for Occupational Therapy within six months of appointment to this job class. Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

Classified Salary Schedule: Range 37
BOARD APPROVED: 11/13/01
REVISION DATES: 7/17/23
08/09/2023