

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: OCCUPATIONAL THERAPY ASSISTANT (Range 30)

BASIC FUNCTION:

Under the direction of the School Occupational Therapist, provides occupational therapy services to special education students in accordance with Individualized Education Program (IEP) objectives; assists in the case management of services to students; maintains records and documentation on students; and performs related duties as required.

REPRESENTATIVE DUTIES:

Provide occupational therapy services according to Individualized Education Program (IEP) goals developed by the School Occupational Therapist in accordance with district policies and procedures. *E*

Assist School Occupational Therapist in assessing student's physical abilities. *E*

Gather data in the educational environment in such areas as oral motor skills, sensory integration, motor planning, developmental function, self-care and fine motor function. *E*

Assist with the development of services, the adaptation of the school classroom environment and school materials to improve student functions. *E*

Attend IEP meetings held for a student and report findings and recommendations, as approved by the School Occupational Therapist. *E*

Provide assistance to educational staff through consultation, training and direct individual and group therapy. *E*

Monitor the use of adaptive equipment. *E*

Document therapy received and record progress. *E*

Assist with staff development as instructed. *E*

Individually or with the assistance of other staff members, lift and position student(s) in and out of wheelchairs, braces and/or other orthopedic equipment. *E*

Travel from school to school. *E*

Attend to students' personal needs, i.e., bathrooming. *E*

Organize therapy materials as needed. *E*

Perform other duties as assigned

KNOWLEDGE AND ABILITIES:***KNOWLEDGE OF:***

Child development.

Record-keeping techniques.

Individual and group occupational therapy techniques commonly used with children who have special needs.

Educational and medical applications of adaptive equipment.

First aid.

Generally accepted standards of health and sanitation.

Activities of daily living.

ABILITY TO:

Communicate effectively and collaboratively with parents, family members, district personnel and occupational therapists.

Keep accurate records.

Work with children having mild to severe learning and/or physical disabilities.

Attend to hygienic and physical needs of students.

Lift and position students into and out of orthopedic equipment and adjust equipment.

Demonstrate a willingness to work collaboratively as an educational team member.

Assist with assessments.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university in a Certified Occupational Therapy Assistant program.

Classes in child development are desirable.

Experience providing occupational therapy services to children of various ages preferred.

LICENSES AND OTHER REQUIREMENTS:

Certification by the Occupational Therapy Certification Board as an Occupational Therapy Assistant.

First Aid Certificate.

Valid California driver's license.

WORKING CONDITIONS:***ENVIRONMENT:***

Indoor and outdoor environment on public school campus.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Seeing to monitor students.

Dexterity of hands and fingers to operate tools, machines and equipment.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Reaching overhead to demonstrate skills.

Lifting students out of wheelchairs.

Pushing wheelchairs.

Occupational Therapy Assistant - established through Reclassification on 4/14/99