CLASS TITLE: **OCCUPATIONAL THERAPY ASSISTANT**

DEFINITION: Under general supervision and evaluation by the site administrator, provide occupational therapy services in accordance with the Individual Education Plan (IEP) or Section 504 Plan; motivate students and assist the student to access a free and appropriate public education in the least restrictive environment; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Assists the Occupational Therapist in the implementation of the Individual Education Plan (IEP) or Section 504 Plan to enable educational access through functional activities that are meaningful, curriculum oriented and applicable to daily life routines
- Provides information to the Occupational Therapist to be used in the evaluation of a student's abilities and educational, developmental or functional needs through the Student Success Team (SST), Section 504 Plan or Individualized Education Plan (IEP) process
- Instructs the student and family in basic living skills and care and use of adaptive equipment
- Collect and maintain data supporting implementation of therapy intervention plans towards goals and objectives
- Attend Individual Education Plan (IEP) meetings held for a student and report findings and recommendation as directed by the Occupational Therapist
- Travel from location to location
- Attend staff meetings
- Prepares work area and materials for therapy

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to graduation from high school; Associate of Arts degree supplemented by completion of the Certified Occupational Therapy Assistant program; or National Board of Certification in Occupational Therapy (NBCOT) and licensed by the California Board of Occupational Therapy; one year of experience working with individual ages birth to 22.

Knowledge of:

- Typical development of children
- General needs relative to children who are physically, cognitively or emotionally challenged
- Occupational therapy intervention techniques commonly used in the educational system, including but not limited to: sensory fine motor, visual perceptual and life skills assessment and interventions in the school system
- Educational activities in the classroom with individuals or groups
- Record keeping techniques
- Accepted standards of health and sanitation

- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- Understanding and appropriately responding to the needs of students with special needs
- Functioning as a member of the educational team
- Establishing and maintaining effective working relationships with those contacted in the course of work
- Maintaining the confidentiality of information pertaining to students and their families
- Communicating clearly both orally and in writing
- Following oral and written directions

Ability to:

- Be flexible and adaptable, as the job combines direct intervention, classroom work, materials and equipment maintenance and clerical responsibilities
- Work independently
- Keep accurate records
- Physical capability sufficient to perform the essential functions of the position

Licenses:

- A valid California Driver's License is required.

Certificates and Other Requirements:

Meet requirements as set forth in applicable state and federal laws and District Annual Notice (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Environment:

School-based settings or other District designated environment working with students in a diversified special education classroom environment.

Physical Abilities:

Sufficient vision to monitor students during activities and to read instructional materials; hearing and speaking to exchange information and provide assistance to students and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist students; dexterity of hands and fingers to assist students and to operate specialized equipment or office equipment; pushing wheelchairs; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or

without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 506
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 5/27/03
Board Revision: 6/22/15