

CLASS SPECIFICATION
Certified Occupational Therapist Assistant
Range 50

GENERAL PURPOSE

Under the direction of a registered Occupational Therapist and/or the Director of Pupil Personnel Services, the incumbent will participate as a member of the education team to treat disabled students and report on the student's progress in attaining goals and objectives. The Certified Occupational Therapist Assistant may, with prior approval, adjust specific treatment procedure in accordance with changes in student status. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class performs a variety of activities essential to student performance in sensory processing, organization and integration motor planning and coordination, fine motor abilities and self-help judgment. This job class requires that employees meet national and state practice codes and standards as well as professional training and certification requirements.

DISTINGUISHING CHARACTERISTICS

Provide direct services to assist individuals with conditions that are mentally, physically, developmentally or emotionally disabling so that they may benefit from their basic educational program. Assist in providing direct occupational therapy services to pre-kindergarten students through 8th grade, according to individualized education plan and goals. Collaborate with district team members to assist with the assessment of children to determine the nature and extent of motor disabilities. The Certified Occupational Therapist Assistant also assists the registered Occupational Therapist in the procurement, preparation, and maintenance of materials and supplies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Gathers data to assist in the evaluation of student needs as a basis for treatment planning. Documents evaluation results, treatment and follow up, submitting these and other required reports in a timely fashion.
2. Follows intervention plans, including measurable goals and objectives, with strategies for meeting them.
3. Implements intervention plans directly under the supervision of the Occupational Therapist.
4. Monitors student progress and performance, documents response for intervention, and consults with the Occupational Therapist regarding modification of strategies as indicated to attain goals.
5. Maintains and assists in the training of students, family, and staff in the use of adaptive equipment designed to assist students in self-care and academic activities.
6. Follows through on plans to maintain and enhance the performance of students in their natural environments.
7. Assists in developing transition plans for students moving to other environments.
8. Operate a variety of office and instructional equipment and assist pupils with use of adaptive equipment.

OTHER DUTIES

1. Works cooperatively with the Occupational Therapist and classroom personnel in providing services to the student or family.
2. Assures the health and safety of student by following health and safety practices and procedures.
3. Attend a variety of meeting, workshops and in-service trainings to maintain current knowledge of special education and pediatric occupational therapy practices.
4. May assist with routine clerical duties directly related to classroom work.
5. Set up work areas and prepare materials for instructional use.

QUALIFICATIONS

Knowledge of:

- The intellectual, sensory and physical development of young children.
- Techniques used in the assessment and treatment of disabilities.
- Child guidance principles and practices related to children with special education needs.
- A variety of current treatment approaches appropriate to meet the student needs, instructional goals and classroom support.
- Correct English usage, punctuation, spelling grammar and math.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record keeping and report preparation techniques.

Ability to:

- Assist in the assessments of the developmental status and educational needs of children.
- Demonstrate an understanding, patient and receptive attitude toward students.
- Work collaboratively in trans-disciplinary teams.
- Work collaboratively with families
- Monitor and evaluate student progress.
- Work independently with little supervision.
- Work collaboratively to maintain detailed case records and reports.
- Work collaboratively to prepare lessons and instructional materials for students.
- Communicate effectively both orally and in writing.
- Operate a variety of office and instructional equipment including a computer and assigned software.
- Maintain confidentiality of sensitive and privileged information.
- Maintain professional behavior and appearance with all student related contacts.
- Understand and work within scope of authority and defined guidelines.
- Observe health and safety regulations.
- Administer First Aid and CPR.
- Drive a vehicle to conduct work.
- Establish and maintain effective relationships with those contacted in the course of work.
- Maintains job punctuality and regular attendance.

Education, Training, and Experience:

- Graduation from an approved program for occupational therapy assistants.
- Experience in a public school setting preferred.
- Two years experience as a certified occupational therapist assistant preferred.

Licenses; Certificates; Special Requirements:

- Certification by the American Occupational Therapy Certification Board as a Certified Occupational Therapy Assistant is required within six months of appointment.
- Possession of First Aid and CPR certificates.
- Positions in this classification require the use of a personal automobile, the possession of a valid California Class C Drivers License, and proof of current and appropriate auto insurance coverage. If required to drive a District vehicle, must be insurable at standard market rates under the District's insurance policy.
- A current Community CPR/First Aid Certificate.

PHYSICAL AND MENTAL DEMANDS**Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or fell objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, couch or crawl, climb or balance, and stand for extended periods of time. The employee must be able to perform the duties of a rigorous work schedule, which includes lifting, moving and positioning students (up to adult size) in providing occupational therapy services. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 10 pound, and occasionally lift and/or move up to 50 pounds.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with district faculty, staff, parents, students and other encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions, and the noise level is usually moderate.

Board Approved: Revised 11/21/19