



OLEAN CITY SCHOOL DISTRICT

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Business Administrator

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Job Description

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a skilled position involving responsibility for assisting an Occupational Therapist in the application of treatment procedures. The work is performed under the direct supervision of an Occupational Therapist who evaluates the individual, develops the treatment plan, designates treatment procedures to be followed, and fosters professional development of the Therapy Assistant. Progress and observations are reported to the Occupational Therapist who modifies the treatment to promote maximum rehabilitative and restorative measures. Supervision may be exercised over the work of assigned Occupational Therapy Aides. A Certified Occupational Therapy Assistant does related work as required.

TYPICAL WORK ACTIVITIES:

- ☐ Carries out occupational therapy procedures by working individually or in groups to provide treatment of an illness or disability and training in the activities of daily living;
- ☐ Confers periodically with an Occupational Therapist regarding all facets of care and related activities;
- ☐ May fabricate and apply splints and assistive devices, trains individuals in self-care activities, and uses varied media to improve their physical or mental functioning;
- ☐ Prepares and set up occupational therapy treatment apparatus;
- ☐ Participates with other personnel in the formulation of an individual's care plans;
- ☐ May supervise Occupational Therapy Aides as directed by the Occupational Therapist;
- ☐ Observes, records, and reports reactions to occupational therapy treatments and programs;
- ☐ Prepares and maintains records of treatment;
- ☐ Provides for and observes safety precautions during all phases of therapy;
- ☐ Inventories, cleans, stores, and maintains supplies and equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of the principles, techniques, and terminology of occupational therapy treatment procedures; working knowledge of occupational therapy materials and equipment and their appropriate application to a variety of resident disabilities; ability to observe, record, and report responses to treatment; ability to work effectively with the ill and disables; ability to plan and supervise the work of others; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Currently certified by the New York State Education Department as an Occupational Therapy Assistant.

Terms of Employment: Ten (10) month position based on school calendar.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____ **Date:** _____

Reviewed and agreed to by: _____ **Date:** _____