



CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

DEFINITION:

Under the direction of the Director-Special Education and under supervision of an Occupational Therapist, assists in providing direct occupational therapy services to individual or groups of special education students in accordance with Individualized Education Plan (IEP) goals and intervention plans; provides appropriate intervention services to assist students in acquiring functional performance skills and to help students function independently; participates as a member of the education team to treat special education students and report on the student's progress in attaining goals and objectives; maintains related service records and prepare a variety of reports. Pending prior approval, the incumbent may adjust specific treatment procedure in accordance with changes in student status.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Assists in providing direct occupational therapy services to individual or groups of special education students in accordance with Individualized Education Plan (IEP) goals and treatment plan developed by the Occupational Therapist and in accordance with District policies and procedures; assist with the development of the occupational therapy intervention plan as part of the IEP process.
- Performs a variety of therapeutic activities with students in sensory processing, organization and integration, motor planning and coordination, fine motor abilities, self-help abilities, environmental adaptation and use of assistive devices.
- Assists with charting and data collection; prepares, researches and develops materials for assigned program.
- Performs a variety of general clerical and record-keeping duties in support of occupational therapy services including typing, filing, duplicating and distributing materials.
- Maintains documentation of student progress and response to the therapy treatment; maintains status, progress and supervision notes; prepares reports of occupational therapy interventions and outcomes as assigned; maintains accurate records of therapy treatments performed and the duration and frequency of treatments; provides interim progress reports.
- Assists the Occupational Therapist in identifying student abilities and self-care level.
- Facilitates student participation in occupational therapy activities as directed by supervising Occupational Therapist by selecting specific tasks most appropriate to the student's needs.
- Assists with the progression of students through treatment program and decides when to advance, decrease or interrupt the treatment based on student reaction and response to the treatment program.
- Observes reactions and responses of students to occupational therapy treatment and reports observations to registered Occupational Therapist.
- Assists classroom staff in tasks including self-care and positioning of students in the use and care of therapy equipment and self-care aides.
- Operates a variety of office equipment including a computer and assigned software.
- Operates assistive therapeutic equipment, tools and adaptive materials employed in performing occupational therapy services such as swings, bolsters, therapy bands, assistive keyboard devices and sensory tools; drive a vehicle to various sites to conduct work.
- Trains educational team in the use and care of therapy equipment as assigned; prepare and set-up therapeutic equipment for treatment sessions.

QUALIFICATIONS GUIDE:

Knowledge of:

- Policies and objectives of assigned program and activities.
- District organization, operations, regulations, policies and objectives related to position.
- Applicable laws, codes, regulations, policies and procedures.
- Occupational therapy strategies, techniques and methodologies in educational settings including sensory integration, neuro-developmental treatment (NDT), oral-motor, and functional self-help

skills.

- Current treatment approaches appropriate to meet the student needs, instructional goals and classroom support.
- Guidelines and Code of Ethics including Occupational Therapy Standards of Practice, Practice Act, along with appropriate treatment implementation.
- Individual Education Plans (IEP) objectives.
- Oral and written communication skills.
- Health and safety regulations.
- Record-keeping and report writing techniques.
- Interpersonal skills using tact, patience and courtesy.
- Use of assistive devices related to occupational therapy.

Ability to:

- Communicate student's therapy status and progress to educational team members as requested by supervising Occupational Therapist.
- Interpret, apply and explain rules, regulations, policies and procedures
- Provide information and assist delegating OT in evaluation and progress.
- Report unusual student responses or conditions to appropriate persons and follow-up as indicated.
- Maintain professional behavior with student related contacts.
- Maintain a professional image and appearance.
- Assist in maintaining a neat, clean, professional work environment.
- Fabricate, repair, and adjust equipment as necessary.
- Create and adapt materials and environments for students to achieve goals.
- Assist in planning and preparation of occupational therapy treatment for students.
- Implement treatment program that effectively meets the goals and objectives established by the delegating Occupational Therapist and multi-disciplinary educational team.
- Compile data and document information according to IUSD policy and procedures.
- Adapt approaches to motivate the student for maximum performance.
- Complete written work neatly and legibly.
- Operate standard office equipment including computer, copier, fax machine, etc.
- Establish and maintain effective work relationships and work as a member of a team.

EDUCATION/EXPERIENCE:

Any combination equivalent to: Associate's degree and work experience with school-aged children and one year experience working in a variety of settings including school, home, and clinic, and working as a member of a multi-disciplinary team. Training in sensory integration testing and techniques and experience working collaboratively with families are desirable.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license.
- Valid Certified Occupational Therapist Assistant license as issued by the Board of Occupational Therapy.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate office and occupational therapy equipment.
- Seeing to monitor children and read a variety of materials.
- Reaching overhead, above the shoulders and horizontally to utilize therapy equipment.
- Sitting or standing for extended periods of time while working with students.
- Lifting, carrying, pushing or pulling objects up to 50 pounds; occasional lifting, carrying, pushing or pulling heavy objects up 75 pounds with assistance.
- Bending at the waist, kneeling or crouching to assist students.
- Hearing and speaking to exchange information.

WORK ENVIRONMENT:

Indoor office/classroom and outdoor working environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- **Potential exposure to dissatisfied or abusive individuals.**

Previously Revised 6/2017