

## SCHOOL OCCUPATIONAL THERAPY ASSISTANT

### DEFINITION

Under the supervision of the School Occupational Therapist, a School Occupational Therapy Assistant provides educationally related occupational therapy services to identified special education students according to students' Individualized Education Programs (IEP) and maintains related service records.

### TYPICAL DUTIES

Provides occupational therapy in accordance with District policies and procedures according to IEP goals and the treatment plan developed by the School Occupational Therapist.

Assists a School Occupational Therapist with data collection and the assessment of students' abilities in sensory integration, motor planning, developmental function, activities of daily living, fine motor function, range of motion, and postural tone.

Adapts school and classroom environment, tools, and materials under the supervision of the School Occupational Therapist to improve student function and facilitate student access to curricular and instructional activities.

Assists a School Occupational Therapist with development of treatment goals and an intervention plan as part of the IEP.

Attends IEP meetings as directed to report findings and recommendations.

Monitors the use of adaptive equipment and other assistive technology devices.

Provides assistance to educational staff through consultation, training, and direct individual or group activities under the supervision of a licensed occupational therapist.

Documents therapy and records progress using computer applications.

Maintains a variety of service related logs and prepares reports according to established guidelines.

Organizes kits for use in therapy intervention.

Contacts District staff, parents, and various agencies related to occupational therapy services.

Attends school staff meetings and assists with staff development as instructed.

May recommend or develop assistive devices.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Occupational Therapy Assistant assists a School Occupational Therapist in providing services based upon the recommendation of the Individualized Education Program team.

A School Physical Therapy Assistant assists a School Physical Therapist in providing services based upon the recommendation of the individualized education program team.

A Health Care Assistant performs authorized medical procedures for students with disabilities in addition to performing the duties of a Special Education Assistant.

A Special Education Assistant assists teachers in the presentation and positive reinforcement of instructional materials and cares for the physical needs of physically or educationally disabled students.

## SUPERVISION

General supervision is received from a School Occupational Therapist. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Child growth and development
- Principles, methods, and equipment used in occupational therapy
- General nature and causes of physical, mental, and emotional disabilities
- Functioning of adaptive equipment and assistive technology
- Microsoft Word and internet browsing applications

### Ability to:

- Speak and write English clearly and effectively
- Assist with standardized assessment tests
- Work with all levels of District staff, parents, health care professionals, and other health care agencies
- Operate a personal computer and peripheral equipment
- Organize and prioritize responsibilities

### Special Physical Requirement:

Sufficient strength to safely lift and move heavy objects and assist in student positioning

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

Graduation from an Occupational Therapy Assistant Program approved by the Accreditation Council for Occupational Therapy Education (ACOTE).

Additional courses in child development, including neurological, physical, and psychological training are desirable.

### Experience:

Clinical experience in pediatrics and working with children in an occupational therapy or educational setting are desirable.

### Special:

Licensed by the California Board of Occupational Therapy to practice as an Occupational Therapy Assistant.

Certification as a Certified Occupational Therapy Assistant by the National Board for Certification in Occupational Therapy.

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation may be required for some positions.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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