

**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT****DEFINITION**

Under the direction of the Occupational Therapist, provides educationally related occupational therapy services to identified students with special education needs according to student's Individualized Education Program (IEP).

**EXAMPLES OF DUTIES**

Assist in providing occupational therapy according to IEP goals and the treatment plan developed by the school Occupational Therapist (OT) and in accordance with District policies and procedures; assist the school OT with data collection and the assessment of students' abilities in oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function, and postural tone; observe reactions and responses of students to occupational therapy treatment and report observations to the school OT; adapt school and classroom environment, tools, and materials under the supervision of the school OT to improve student function and facilitate student access to curricular and instructional activities; facilitate student participation in occupational therapy activities by selecting specific tasks most appropriate to the student's IEP goals and objectives; assist a school OT with development of treatment goals and an intervention plan as part of the IEP; attend IEP meetings under the direction of the school OT to report findings and recommendations; monitor the use of adaptive equipment and other assistive technologies; provide assistance to educational staff through consultation, training, and direct individual or group activities; document therapy noting reaction and response to the therapy treatment, maintain accurate records of therapy treatments performed and the duration and frequency of treatments, and record progress; maintain a variety of service related logs and prepare reports according to established guidelines; organize kits for use in therapy intervention and home programs; contact District staff, parents, and various agencies related to occupational therapy services; attend school staff meetings and assist with staff development as instructed; may recommend or develop assisting devices, or classroom modifications; and perform related duties as assigned.

**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 routine record keeping techniques; computer operations/data entry, word processing, and spreadsheets.

**Ability to**

Speak and write English clearly and effectively in order to communicate student's therapy status and progress to education team members as requested by supervising OT; assist with standardized assessment tests; work effectively with all levels of District staff, parents, students, health care professionals, and other

health care agencies. Use appropriate judgment in advancing, decreasing or interrupting the treatment based on student reaction and response to the treatment program. Use standard equipment and supplies used for treating students and instruct other team members in the use and care of equipment; and accurately document data and perform complex recordkeeping.

#### Experience

At least six months experience or clinical affiliation in pediatrics and working with school-aged children in an occupational therapy or educational setting, and working as a member of a multi-disciplinary team.

#### Education

Education equivalent to an AA degree. Graduation from an accredited school in a Certified Occupational Therapy Assistant Program; additional coursework in child development, including neurological, physical, and psychological training are desirable.

#### Physical Performance Requirements

Frequent sitting with regular standing and walking with occasional climbing and balancing, with some bending, stooping, squatting and twisting. May be required to correctly push/pull or assist students using wheelchairs, walkers, or other mobility devices up to 50 pounds alone or with assistance. Must have sufficient strength to safely lift and move heavy objects and assist in student positioning.

#### Licenses

Possess a valid Occupational Therapist Assistant certificate as issued by the Occupational Therapy Examining Committee, Board of Medical Quality Assurance, Department of Consumers Affairs.  
Valid California Driver's License.

Board Approved: June 12, 2007