

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

BASIC FUNCTION:

Under general supervision, 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; identifies architectural barriers; assists in providing recommendations for accessibility, program development and student placement; assists with data collection and providing input regarding the assessment of students' abilities; maintains related service records and prepares a variety of reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Adapts school and classroom environment, tools, and materials under the supervision of the Occupational Therapist to improve student function and facilitate student access to curricular and instructional activities; identifies structural issues in an effort to remove barriers for students with physical limitations and/or identifying appropriate assistive technology.

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.

Assists the Occupational Therapist in identifying and assessing student's skills and abilities in fine motor function, gross motor function, oral motor, sensory registration and processing, motor planning, activities of daily living, self-care level and postural stability.

Assists with charting and data collection; prepares and develops materials for assigned program; researches resources and methods such as intervention and treatment techniques, assessment tools and methods, community resources.

Assists with the planning and development of services, the adaptation of the school, classroom environment and materials to improve student functions and facilitate access to curricular and instructional activities.

Attends IEP meetings as directed to report findings and recommendations; participates in-services, workshops, seminars and other trainings as assigned.

Communicates with District staff, teachers, maintenance personnel and team members to explain and clarify occupational therapy goals and services; responds to inquiries from teachers, staff, students to provide information and/or referral as appropriate; consults with occupational therapists, teachers, and other personnel to provide requested information, make recommendations and/or coordinate occupational therapy services with those of other disciplines.

Inventories and orders assessment protocols, occupational therapy supplies as assigned; prepares and sets-up therapeutic equipment for treatment sessions.

Maintains records and documentation of assigned students; maintains status, progress and supervision notes for students; prepares reports of occupational therapy interventions and outcomes as assigned; prepares a wide variety of written materials and correspondence.

Operates a variety of office equipment including a copier, a computer and assigned software.

Performs a variety of general clerical and record-keeping duties in support of occupational therapy services including typing, filing, duplicating and distributing materials; provides administrative, organizational and support to the Occupational Therapist.

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.

Performs site visits at multiple work sites; drives a vehicle to various sites to conduct work; transports supplies and equipment to a variety of sites and assures the availability of items as needed.

Provides input to the Occupational Therapist on student progress monitoring, goal development and reassessment.

Under the guidance of an Occupational Therapist, administers occupational therapy procedures and modalities to achieve program objectives.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Occupational therapy strategies, techniques and methodologies in educational settings.
Applicable laws and regulations concerning medical records relative to occupational therapy services.
District organization, operations, regulations, policies and objectives related to position.
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.
Understanding of physical, intellectual, social and emotional growth patterns of students.
Individual Education Plans (IEP) objectives.
Operation of a variety of therapeutic, mobility, positioning and medical equipment.
Medical terminology used in occupational therapy methods.
Operation of a variety of office equipment, a computer and assigned software.
Sensory processing and integration, self-regulation, postural reflexes, motor coordination, standardized tests, task analysis, technology and visual perceptual skills.
Oral and written communication skills.
Record-keeping, filing, research and report preparation techniques.
Health and safety regulations.
Use of assistive devices related to occupational therapy.
Interpersonal skills using tact, patience and courtesy.
Basic mathematical calculations.

ABILITY TO:

Provide direct occupational therapy services to special education students in accordance with IEP goals and intervention plans.
Establish and maintain cooperative and effective working relationships with others.
Monitor and evaluate equipment needs.
Create and adapt materials and environments for students to achieve goals.
Assist in planning and preparation of occupational therapy treatment for students.
Interpret, apply and explain treatment approaches and rationale to IEP team members.
Maintain records and documentation of assigned students.
Lift and position students into and out of orthopedic equipment and adjust equipment as needed.
Operation of adaptive equipment used in performing occupational therapy services.
Operate of a variety of office equipment, a computer and assigned software.
Meet schedules and timelines.
Observe health and safety regulations.
Work independently with little direction.
Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree and successful completion of a Certified Occupational Therapy Assistant program and job related experience with increasing levels of responsibility providing occupational therapy services to individuals of varying ages.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's Job Related Proficiency Test.
Valid California Class C Driver's License and Evidence of Insurability.
Valid Certified Occupational Therapist Assistant license as issued by the California Board of Occupational Therapy.

WORKING CONDITIONS:

ENVIRONMENT:

Office, classroom and outdoor working environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate 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.
Bending at the waist, kneeling or crouching to assist students.

Certified Occupational Therapy Assistant - Continued

Hearing and speaking to exchange information.
Lifting and carrying moderately heavy objects and adaptive equipment.

HAZARDS:

Potential close contact with impulsive or aggravated students.
Potential contact with body fluids.

FLSA Status

Approval Date

Salary Range

Non Exempt

3/1/10, 3/22/10, 9/28/17

Classified 70