

OCCUPATIONAL THERAPY ASSISTANT

<u>Definition:</u>	Under direction of special education administrative and occupational therapy staff, performs as a member of a team by providing direct occupational therapy services to children and assessing children to determine current levels of motor development, areas of family concern and the child's developmental areas of need.
<u>Typical Tasks:</u>	Provides direct occupational therapy services to children according to Individualized Education Plan (IEP) and goals; documents therapy received and records progress; maintains related logs and prepares reports; collaborates with district team members to assess children to determine the nature and extent of motor disabilities; collects data to facilitate the preparation of assessment reports; participates in IEP meetings; assists in the development of occupational therapy plans and goals as part of the IEP process; consults with staff and family on the appropriate implementation of educational programs as they relate to the development of motor skills; recommends materials, activities and assistive devices to facilitate the development of children with motor disabilities; demonstrates educational and developmental strategies to children and families; orders equipment, supplies and assessment materials; communicates with other professionals serving children; participates in local and state presentations as necessary; assists in the preparation of inservices; performs related duties as assigned.
<u>Minimum Qualifications:</u>	Knowledge of: the intellectual, sensory, and physical development of children; the principles, methods and equipment used in occupational therapy; occupational therapy techniques used in the assessment and treatment of disabilities; the educational and developmental needs of young children with specific disabilities. Ability to: assist in assessing the developmental status and educational needs of young children; work collaboratively in teams and with families; make oral presentations to large and small groups; communicate effectively orally and in writing; work effectively with individuals from various ethnic and cultural groups. Employees must have reliable transportation to and from field assignments. Physical ability to: lift, move and position students (up to adult size) in providing occupational therapy services; bend, kneel and stoop on a regular basis; stand for extended periods of time.
<u>Working Conditions and Physical Abilities:</u>	Indoor office or classroom setting. Driving a vehicle to conduct work. Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate equipment and perform assigned duties; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift and move moderately heavy objects and assist with student positioning (up to adult size).

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Experience and Education:

Training and experience sufficient to demonstrate possession of the knowledge and abilities detailed above. Typical qualifying experience would include: possession of an Associate's degree in occupational therapy; certification by the National Board of Certification for Occupational Therapy (NBCOT); previous work experience with children (ages three to twenty-one); experience working in a school setting; and experience working as a member of a transdisciplinary team. Additional experience working collaboratively with families as well as experience working with special needs children is desirable.

Certificates and Licenses:

Verification of certification by the National Board of Certification for Occupational Therapy (NBCOT) is required prior to appointment.

Established: 1/00

Revised: 12/04; 09/06

Approved by the Personnel Commission: January 28, 2000