



## **Certified Occupational Therapy Assistant**

### **DEFINITION:**

Assist in providing direct occupational therapy services to children and participate as a team member by assisting in the assessment of children to determine current levels of motor development, areas of educational concern, and the child's developmental areas of need. Utilize specialized equipment and treatment techniques to facilitate implementation of individual educational programs related to motor skills development.

### **REPRESENTATIVE DUTIES:**

Under the direction of a trained Occupational Therapist:

- Assist in providing direct occupational therapy services to children according to Individualized Education Plan (IEP) and goals
- Document therapy received and record progress
- Maintain related logs and prepare a variety of reports
- Collaborate with District team members to assist with the assessment of children to determine the nature and extent of motor disabilities
- Assist with data collection and the preparation of assessment reports
- Participate in the IEP meeting to assist in the development and update of occupational therapy plans and goals.
- Consult with family and staff on the appropriate implementation of educational programs as they relate to the development of motor skills
- Recommend appropriate materials, activities, and assistive devices designed to facilitate the development and care of children with motor disabilities
- Demonstrate educational and developmental strategies to staff and families
- Order equipment, supplies, and assessment materials.
- Communicate with other therapists and professionals serving children.
- Participate in local and state presentations as necessary
- Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

Education and License Requirement:

Any combination of education, training, and/or experience which demonstrates ability to perform the

required duties. A typical qualifying background would include certification by the American Occupational Therapy Association. Possession of an Associates degree in Occupational Therapy. Verification of certification by the National Board of Certification for Occupational Therapy (NBCOT). A valid California drivers license and the ability to qualify for, and maintain qualification for, district vehicle insurance coverage.

**Experience:**

Previous work experience with children. Experience working in a variety of settings, including clinic, school, and home; and, experience working as a member of a transdisciplinary/multi disciplinary team. Experience working collaboratively with families, and in training others in the appropriate implementation of education programs related to development of motor skills is desirable. Must have access to transportation for use in daily responsibilities.

**Knowledge of:**

The intellectual, sensory, and physical development of young children. Techniques used in the assessment and treatment of disabilities. 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 the assessments of the developmental status and educational needs of young children. Normal and abnormal development of children. Educational and developmental areas of concern. Work collaboratively in transdisciplinary teams. Work collaboratively with families. Make oral presentations to large and small groups. Communicate effectively, both orally and in writing. Work effectively with individuals from various ethnic and cultural groups.

**WORKING CONDITIONS:**

**PHYSICAL ABILITY:**

The selected candidate must be able to perform the duties of a rigorous work schedule, which includes lifting, moving, and positioning students (up to adult size) in providing occupational therapy services; bend, kneel and stoop on a regular basis; stand for extended periods of time; Sitting for extended periods of time. The employee may be required to restrain students who become physically aggressive. Hearing and speaking to exchange information. Seeing to read a variety of materials. The employee must occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The candidate must pass a pre-employment physical examination certifying this ability.

**ENVIRONMENT:**

Office and classroom environment.

Range: 16.5 7/31/00