

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Occupational Therapy Assistant	REPORTS TO:	Therapy Services Supervisor
DEPARTMENT:	Special Education Programs Division	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	049 OTBS
REVISED:	September 29, 2009		

BASIC FUNCTION:

Under immediate direction of special education administrative staff and Occupational Therapy Specialist staff, provide occupational therapy services for designated students according to Individual Education Plan (IEP) goals and therapy intervention plan; maintain related service records and prepare a variety of reports.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

E = Essential Functions

Provide educationally related occupational therapy services to designated students according to Individualized Education Plan (IEP) goals and therapy intervention plan. **E**

May assist occupational therapy specialist staff in identifying and assessing students' skills and abilities in visual motor and perception, oral motor, sensory processing and self-regulation, motor planning, activities of daily living, fine motor function, social interactions, organizational skills, and postural stability. **E**

Assist with the development of the occupational therapy intervention plan as part of the IEP process; assist with data collections and progress monitoring. **E**

Travel to school sites as required to provide itinerant therapy services. **E**

Attend IEP meetings as directed to report findings and recommendations. **E**

Maintain regular contact with assigned occupational therapy specialist; report parent and teacher concerns and issues and update student levels of performance. **E**

Provide assistance to educational staff through consultation, training, and direct individual or group activities; contact district staff, parents, and various agencies related to occupational therapy services. **E**

Monitor the use of adaptive equipment and other assistive devices and technologies; may recommend or develop assistive devices. **E**

Order supplies, equipment, and assessment materials; organize kits for use in therapy intervention. **E**

Attend staff meetings and assist with staff development as assigned. **E**

Document therapy received and record progress; maintain a variety of service related logs and prepare reports using district-wide applications and designated reporting formats. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from an accredited school in a Certified Occupational Therapy Assistant Program and California license as an Occupational Therapy Assistant. Additional instruction in child development, including neurological, physical, and psychological training is recommended; clinical affiliation in pediatrics is desirable; experience working with children in an occupational therapy or educational setting is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current and valid license issued by the California Board of Occupational Therapy to practice as a Certified Occupational Therapy Assistant (COTA).

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, and equipment used in occupational therapy.

Activities of daily living.

Child development and growth including neurological and physical dysfunction.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Work independently with direction from Occupational Therapy Specialist.

Establish and maintain cooperative and effective relationships with others.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Design and fit adaptive devices.

Work collaboratively with all levels of district staff, parents, health care professionals, and other health care agencies.

Lift and move moderately heavy objects and assist in student positioning.

Assist with data collection for assessment and planning purposes.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, classroom, community, and office settings; driving vehicle to school sites to provide assistance to students and staff.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting and moving moderately heavy objects and assist with student positioning.

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