

## **OCCUPATIONAL THERAPY ASSISTANT**

### **GENERAL RESPONSIBILITIES**

Responsible for assisting the Occupational Therapist in assessing functional abilities of student in relation to fine-motor, visual-motor, visual-perception, sensorimotor, oral motor/feeding, daily living skills and sensory processing development as it relates to success in the school environment.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist the Occupational Therapist in establishing and implementing appropriate and individualized treatment plans as it relates to supported IEP objectives.
- Monitor student's responses to therapeutic intervention and collaborate with the Occupational Therapist for appropriate modification and or adaptation of treatment plans.
- Assist the Occupational Therapist in coordinating and scheduling the provision of services with the educational staff.
- Assist the Occupational Therapist in maintaining specified records on each student referred, evaluated and provided services with current documentation, to include Medicaid documentation.
- Assist in ordering appropriate equipment and supplies for students' needs and school treatment areas.
- Fabricate adaptive equipment and or make necessary adaptations to promote student's optimal level of function within the school environment.
- Collaborate with the Occupational Therapist and IEP team to maximize the student's optimal level of performance.
- May assist the Occupational Therapist with Medicaid time studies, research, and mentoring of new staff as directed.
- Perform related work as required.



**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of occupational therapy principals and methodologies related to the provision of school based intervention for children with special needs; knowledge of anatomy, neuroanatomy, kinesiology, psychology and various medical diagnoses; knowledge of normal and abnormal child development; knowledge of school division rules, regulations and procedures for delivering services; knowledge of skill levels of the K-12 population; knowledge of Individual with Disabilities Educational Act (IDEA) and Individual Educational Plan (IEP) guidelines and procedures; ability to establish and maintain professional standards of behavior and conduct; ability to collaborate and plan effectively with supervising Occupational Therapist; ability to establish and maintain effective working relationships with Occupational Therapists, administration, staff, students, and parents; ability to motivate and encourage students to participate in therapeutic programs and interventions; initiative and ability to handle multiple tasks simultaneously (problem solving skills, planning skills, time management skills).

**EDUCATION AND EXPERIENCE**

Associate’s Degree or completion of an OTA program at an accredited institution. Registered and certification by NBCOT (National Board for Certification in Occupational Therapy). Pediatric or school-based experience preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Handling includes manipulating tools, equipment or controls; reach with hands and arms to balance, lift and perform moderate to maximum transfers with students. The employee must be capable of exerting up to 20-50 pounds of force to move objects, equipment and/or students. Visual and hearing acuity sufficient enough to assess student’s safety and ability is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks

**SPECIAL REQUIREMENTS**

Possession of a valid driver’s license

FLSA status: Non-exempt	Description: Rev. 10/08
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