

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide direct services to assist individuals with conditions which are mentally, physically, developmentally or emotionally disabling, to benefit from their basic educational program; assist the Occupational Therapist in the procurement, preparation and maintenance of materials and supplies.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Collect data to assist in the evaluation of student needs as a basis for treatment planning, including screening and administration of specific assessment tools.

Follow intervention plans including measurable goals and objectives with strategies for meeting each child's IEP or IFSP.

Coordinate activities with other members of the instructional team.

Implement plan directly under the supervision of the Occupational Therapist.

Monitor students and document response for intervention and consults with the Occupational Therapist regarding modification of strategies as indicated to attain goals.

Maintain and assist in the training of students, family and staff in the use of adaptive equipment designed to assist students in self-care and academic activities.

Address occupational performance areas such as play and leisure skills, self-help skills including eating, drinking, grooming and toileting, functional communication skills including the use of writing tools and equipment, functional mobility such as transfers or wheelchair mobility, social skills for peer and adult relationships, student participation in school routines and tasks, and vocational and prevocational activities including community work experiences.

Follow through on plans to maintain and enhance the performance of students in their natural environments.

Document evaluation results, treatment and follow-up, submitting these and other required reports in a timely fashion.

Collaborate in developing recommendations for protocol and procedures; contribute to the development of each child's IEP or IFSP.

OTHER DUTIES:

Assist in developing transition plans and provide transition support for students moving to other environments.

Work cooperatively with the Occupational Therapist and classroom personnel in providing services to the student or family including environmental modifications and assistive devices.

Participate in professional growth activities in special education and in pediatric occupational therapy.

Adhere to policies and procedures of Yolo County Office of Education and within school districts and sites.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child growth and development.

Common disabling conditions of children.

Theory and practice of occupational therapy as applied to infants, preschoolers and school aged-children.

Strategies and methodologies in educational settings.

Communication skills such as the use of writing tools and equipment including telephones, computers and assistive technology.

ABILITY TO:

Implement intervention plans.

Follow oral and written directions.

Document student response to interventions.

Organize and maintain materials and supplies.

Communicate effectively both orally and in writing.

Work effectively with education colleagues.

Function as a positive, contributing member of an educational team.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree supplemented by graduation from an approved program for occupational therapy assistants and two years experience as a certified occupational therapy assistant with a primary focus on pediatric clients.

LICENSES AND OTHER REQUIREMENTS:

Possession of a current certification as an occupational therapy assistant issued by the American Occupational Therapy Certification Board.

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Occupational therapy services environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate therapeutic equipment and a computer keyboard.

Seeing to administer tests and read a variety of materials.

Hearing and speaking to exchange information and make presentations.

Bending at the waist, kneeling or crouching to assist students.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy equipment and students up to 50 pounds.

HAZARDS:

Potential for exposure to blood and other body fluids and communicable diseases.