

BERKELEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

BASIC FUNCTION:

Provide direct occupational therapy services to Special Education students in accordance with Individualized Education Plan (IEP) goals and intervention plans; assist in the case management of services to students, and maintain record and documentation of assigned students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide direct occupational therapy services to Special Education students in accordance with IEP goals and intervention plans.

Assess student's physical abilities by gathering data in an educational environment in areas such as oral motor skills, sensory integration, motor planning, developmental function, work behavior, and endurance and postural tone.

Assist with the development of services, the adaptation of the school, classroom environment and school materials to improve student functions and facilitate access to curricular and instructional activities.

Assist in the case management of services to students; maintain records and documentation of assigned students; maintain status, progress and supervision notes, and annual reports for students.

Attend IEP meetings held for students and report findings and recommendations as approved by the Occupational Therapist; attend staff, training and other meetings as assigned.

Provide assistance to educational staff as part of case management through consultation, training and direct individual and group activities.

Explain and clarify occupational therapy goals and services to District staff, family members and personnel in other agencies.

Monitor the use of adaptive equipment; lift and position student(s) in and out of wheelchairs, braces and other orthopedic equipment.

Design computer activities for students requiring the use of assistive technology in order to participate in writing activities.

Operate a variety of equipment including a copier, laminator, computer and assigned software; operate sewing machines, drills and other tools to develop adaptive materials; drive a vehicle to various sites to conduct work.

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Ewing Consulting, Inc.

Administer first aid and CPR as required; assist students with personal hygiene as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child development including development stages and body mechanics.

Individual and group occupational therapy.

Educational and medical applications of adaptive equipment.

Applicable laws, codes, rules and regulations related to assigned activities.

Sensory processing, postural reflexes, motor coordination, standardized tests, task analysis, technology and visual perceptual skills.

First aid and CPR techniques.

Generally accepted standards of health and sanitation.

Interpersonal skills including tact, patience and courtesy.

Oral and written communication skills.

Operation of a computer and assigned software.

Record-keeping techniques.

ABILITY TO:

Provide direct occupational therapy services to Special Education students in accordance with IEP goals and intervention plans.

Assist in the case management of services to students.

Maintain records and documentation of assigned students.

Create and adapt materials and environments for students to achieve goals.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Prepare and maintain records, notes and reports related to assigned activities.

Interpret, apply and explain treatment approaches and rationale to IEP team members.

Motivate and encourage positive learning patterns and behavior to students with disabilities and special learning needs.

Lift and position students into and out of orthopedic equipment and adjust equipment as needed.

Work within clearly defined guidelines.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree and successful completion of a Certified Occupational Therapy Assistant program and one year experience providing occupational therapy services to children of varying ages.

LICENSES AND OTHER REQUIREMENTS:

Incumbents must pass a national examination administered by the National Board of Certification in Occupational Therapy (NBCOT) and maintain current certification.

Valid California driver's license, use of personal vehicle, and proof of insurance.

Valid First Aid and CPR certifications issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environments.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Seeing to monitor students and read a variety of materials.

Sitting or standing for extended periods of time.

Lifting and positioning moderately heavy children.

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

Dexterity of hands and fingers to operate a computer keyboard.