



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Certified Occupational Therapist Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Student Services	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5002 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 45

BASIC FUNCTION:

Under the direction of a supervisor, 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
- 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

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

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

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, pushing and/or pulling up to 50 pounds

Bending at the waist, kneeling or crouching to assist students

Dexterity of hands and fingers to operate a computer keyboard