

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

BASIC FUNCTION:

Under the direction of the Director of Special Education, assist in providing direct occupational therapy services to children to determine current levels of motor development, areas of educational concern, and the child's developmental areas of need. Utilize specialized equipment and treatment techniques to facilitate implementation of individual educational programs related to motor skills development.

REPRESENTATIVE DUTIES:

Under the direction of a trained Occupational Therapist:

- Assist in providing direct occupational therapy services to children according to Individualized Education Plan (IEP) and goals
- Document therapy received and record progress
- Maintain related logs and prepare a variety of reports
- Collaborate with District team members to assist with the assessment of children to determine the nature and extent of motor disabilities
- Assist with data collection and the preparation of assessment reports
- Consult with staff on the appropriate implementation of educational programs as they relate to the development of motor skills
- Recommend appropriate materials, activities, and assistive devices designed to facilitate the development and care of children with motor disabilities
- Demonstrate educational and developmental strategies to staff and
- Order equipment, supplies, and assessment materials.
- Communicate with other therapists and professionals serving children.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Intellectual, sensory, and physical development of children
- Techniques used in data collection and treatment of disabilities
- Principles, methods, and equipment used in occupational therapy
- Occupational therapy techniques used in the treatment of disabilities
- Educational and developmental needs of young children with specific disabilities
- Normal and abnormal development of children
- Modern office practices, procedures and equipment
- Record-keeping and filing techniques.
- Computer operations and related software applications, including familiarity with Microsoft Suite and Google Apps
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Telephone techniques and etiquette
- Oral and written communication skills

- General school and/or district office practices

ABILITY TO:

- Assist in collecting goal data as it relates to the developmental status and educational needs of young children
- Work collaboratively with transdisciplinary teams
- Make oral presentations to small groups
- See and read, with or without vision aid
- Hear and understand speech at normal levels with or without auditory aids
- Communicate so others will clearly understand normal conversation
- Recognize danger to students or school property
- Follow written and oral instructions
- Interact effectively with students, teachers and the public
- Restrain students who become physically aggressive

WORKING CONDITIONS:**ENVIRONMENT:**

- Indoor classroom and school environment

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods of time
- Lifting, moving, and positioning students
- Occasionally lift and/or move more than 50 pounds

EDUCATION AND EXPERIENCE:

Associates degree in Occupational Therapy. Previous work experience with children in a variety of settings, including clinic, school, and home; experience working as a member of a transdisciplinary/multi-disciplinary team; experience working collaboratively with families, and in training others in the appropriate implementation of education programs related to development of motor skills is desirable. Valid Occupational Therapy Assistant Certification issued by the National Board of Occupational Therapy. Valid California Occupational Therapy Assistant license.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 30.