



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>CERTIFIED OCCUPATIONAL THERAPY ASSISTANT</u></b>			
<b>DEPARTMENT/SITE:</b>	Special Education	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	31 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	11 Months (206 Days)
<b>REPORTS TO:</b>	Coordinator II, Special Education	<b>FLSA:</b>	Non-Exempt

#### **BASIC FUNCTION:**

Under the direction of the Coordinator II, Special Education, provide occupational therapy services to enhance fine motor, visual motor, sensory processing, and other functional abilities among identified students with disabilities. The incumbents in this classification assist in providing occupational therapy assistance for students which directly supports student learning. The incumbents in this classification assist in providing students with occupational therapy assistant services which directly supports student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.*

Provide occupational therapy services to enhance fine motor, visual motor, sensory processing, and other functional abilities among identified students with disabilities; implement treatment plans for individual students according to established IEP goals and specifications.

Collaborate with the Occupational Therapist in monitoring and assisting with adjusting individual treatment and therapy programs and activities in response to student progress.

Provide consultation services to teachers, staff, parents and other professionals regarding student needs, treatment procedures and related educational activities; travel to school sites to assist with therapeutic activities of assigned caseload as directed.

Prepare and maintain daily notes and progress reports related to individual students, treatment, and progress towards goals; process and file various forms and paperwork.

Plan and prepare for daily occupational therapy services and activities; utilize, adjust, and demonstrate the use of various adaptive and therapeutic equipment and tools.

Provide appropriate follow-up services on student therapy programs to monitor progress and ensure student needs are being met in accordance with established requirements; meet and confer with the Occupational Therapist and others concerning student progress.

Communicate with students, staff, faculty, outside agencies, and others to exchange information and resolve issues or concerns.

Operate a variety of standard office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and participate in IEP and various other meetings and conferences; provide input concerning student needs, goals, IEP's, treatment sessions and progress; collaborate with a multi-disciplinary team in providing occupational therapy services.

Monitor inventory levels of therapeutic supplies and equipment; order, receive and maintain adequate inventory levels of supplies and equipment.

Prepare, develop, and update caseload and schedule for assigned students.

Adhere to the legal and ethical requirements and standards of the individual's licensing board, Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA), and Federal Educational Rights and Privacy Act (FERPA).

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

General principles, methods, equipment, theories, practices, strategies, and techniques of occupational therapy.

Occupational therapy modalities, activity assessment and related child development.

Problems and concerns of students with special needs. Policies and objectives of assigned program and activities.

Child growth and development.

Operation of therapeutic and adaptive equipment.

Common disabling conditions of children.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Record-keeping and report writing techniques.

Child abuse reporting and related regulations.

Health and safety regulations.

Applicable health, medical, and safety regulations, methods, and terminology.

Applicable state and federal laws, codes, regulations, policies, and procedures including those related to Individuals with Disabilities Education Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA), and Family Educational Rights and Privacy Act (FERPA).

Interpersonal skills using tact, patience, and courtesy.

**ABILITY TO:**

Provide occupational therapy services and treatment to enhance fine motor, gross motor and other functional abilities and development among identified students with disabilities.

Monitor, assess and assist with adjusting individual treatment and therapy programs and activities in response to student progress.

Conduct motor therapy activities and implement treatment plans for assigned students according to established goals and specifications.

Understand and relate to children with special needs.

Assist with and provide input regarding the development, updating and implementation of treatment, therapeutic activities and related plans, goals, and objectives.

Utilize, adjust, and demonstrate the use of various adaptive and therapeutic equipment and tools.

Determine appropriate action within clearly defined guidelines.  
Provide consultation and support to teachers and parents regarding student developmental needs.  
Maintain records and prepare reports.  
Meet schedules and timelines.  
Follow District and Special Education procedures.  
Prepare detailed individual case notes.  
Observe health and safety regulations.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Interpersonal skills that demonstrate tact, patience, courtesy, empathy and flexibility.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's degree as an Occupational Therapy Assistant and one year experience working with children in an educational setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid Occupational Therapy Assistant Certification issued by the National Board of Occupational Therapy.  
Valid California Occupational Therapy Assistant license.  
Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid Card is required. Online certificates are not accepted. Maintain up-to-date certificates in CPR and First Aid.  
Valid California driver's license and ability to maintain eligibility for automobile insurance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Driving a personal vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate office and therapeutic equipment.  
Seeing to monitor student progress and read a variety of materials.  
Hearing and speaking to exchange information.  
Bending at the waist, kneeling, or crouching to assist students.  
Reaching overhead, above the shoulders and horizontally.  
Sitting or standing for extended periods of time.  
Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**CLEARANCES:**

Criminal Justice Fingerprint / Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 06 00; Rev. 8/05, 10 10 (Ewing)  
Revised (EH&A / MGT Consulting) PC: 02/24, GB: 03/24