

## Certified Occupational Therapist Assistant

### Purpose Statement

The job of Certified Occupational Therapist Assistant is done for the purpose/s of providing interventions and modifications needed as stated in the students goals and objectives on their Individual Educational Program (IEP) under the direction and supervision of a State Registered Occupational Therapist to improve the students educational experience.

### Essential Functions

- Assists students, under the direction of the Occupational Therapist, for the purpose of facilitating their participation in the curriculum in areas of fine motor, gross motor, self-care skills, sensory strategies and functional living skills.
- Collaborates with a variety of groups and/or individuals (e.g. parents, teachers, outside professionals, etc.) for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Develops and maintains a variety of documents and/or materials both manual and electronic (e.g. service log, treatment notes, Occupational Therapy data collection, progress/monitor reports, etc.) for the purpose of ensuring the availability of information, as required, for reference and/or compliance with State Board of Educational guidelines.
- Participates in off site trips and learning activities during school hours (e.g. field trips, CBI trips, recreational activities, etc.) for the purpose of assisting students in life skills activities and aiding students in unfamiliar surroundings to ensure safety under the direction of the supervising Occupational Therapist.
- Participates in a variety of functions (e.g. District meetings, workshops, seminars, IEP meetings, team meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions while practicing in accordance with state licensing guidelines for the Certified Occupational Therapist Assistant.
- Performs student observations in a variety of settings, under the direction of the Occupational Therapist, (e.g. data collection, standardized testing, development of IEPs, etc.) for the purpose of documenting activities, in compliance with district, local, state and Federal rules and/or regulations.
- Recommends adaptations to the school environment for the purpose of providing necessary adaptive equipment to facilitate student accessibility.
- Researches resources and methods (e.g. intervention/treatment techniques, assessment tools/methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Trains staff, students and families on functional status, use of equipment, and intervention strategies for the purpose of providing information and/or direction on students specific needs.

### Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

communication skills; maintaining confidentiality; people skills; organizational skills; researching skills; time management; flexibility; working as part of the team; maintenance and use of equipment needed for occupational therapy strategies; operating standard office equipment including pertinent computer software including Word, Excel, Boardmaker, eSIS; and preparing and maintaining records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current OT treatment interventions for the educational setting; child development; abnormal development and medication diagnoses, health standards and hazards; safety practices and procedures; and pertinent codes, policies regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: scheduling a variety of functions; collecting data; monitor progress; update equipment; adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience within a specialized field is required.

**Education:** Community college and/or vocational school degree with study in job-related area.

**Equivalency:**

### **Required Testing**

### **Continuing Educ. / Training**

40 hours training every 2 years.

### **Certificates and Licenses**

Kansas Certified Occupational Therapy Assistant  
License  
CPR Certificate  
Valid Driver's License/Evidence of Insurability

### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Kansas Certification of Health

### **FLSA Status**

Non Exempt

### **Approval Date**

5/14/2010

### **Salary Grade**

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