

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: OCCUPATIONAL THERAPY ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide direct occupational therapy to students; provide appropriate intervention services to assist students in acquiring functional performance skills and to help students function independently; maintain related service records and prepare a variety of reports.

REPRESENTATIVE DUTIES:

Provide educationally related occupational therapy services to designated students according to Individualized Educational Plan (IEP) goals; may assist Occupational Therapist in identifying and assessing student's skills and abilities in oral motor, sensory registration and processing, motor planning, activities of daily living, fine motor function, and postural stability.

Assist with data collection and assessments; assist with the development of the occupational therapy intervention plan as part of the IEP process; provide IEP reports as needed.

Review reports from health care providers, district staff and parents and in order to assist in determining the appropriate occupational therapy services; act as liaison to district staff, medical personnel, parents and other agencies to assist in the implementation of the student's occupational therapy program.

Work with the school nurse or other appropriate district personnel to coordinate medical care protocols; act as resource to school personnel in interpreting occupational therapy services; gather information pertinent to casework by communicating with student's family, medical professionals, applicable agencies and appropriate district staff.

Assist in re-evaluating students' individual occupational therapy plans on a regular basis and maintain progress notes on students records; perform follow-up activities in person and on the telephone with students, teachers, parents, district staff, medical personnel and representative of appropriate agencies.

Prepare and maintain records related to students' occupational therapy plans.

Communicate with a wide variety of school and District personnel regarding support and special needs of students; exchange and clarify information and provide feedback.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Intellectual, sensory, social, emotional growth patterns and physical development of children.

Techniques used in the assessment and treatment of disabilities;

Education and developmental needs of children with disabilities;

Application of occupational therapy techniques in working with children with disabilities;

Applicable section of the State Education Code and other applicable laws;

Record-keeping techniques;

Oral and written communication skills;

Telephone techniques and etiquette;

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

Interpersonal skills using tact, patience and courtesy;

Applicable District policies and objectives.

ABILITY TO:

Use a variety of modern methods, techniques and practices in occupational therapy;

Make accurate assessments of the developmental status and educational needs of children;

Design and fit adaptive devices following medical prescriptions;

Understand the unique differences and needs of handicapped students and their parents;

Recommend educationally related treatment objectives and implement therapy;

Develop rapport and communicate effectively with adolescents;

Gather and share information with students, teachers, parents and other District staff;

Properly use and care for the materials, supplies and equipment employed in performing occupational therapy services;

Motivate adolescents and understand their needs and problems;

Prepare and maintain case records, files and reports;

Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment;

Move objects weighing over 80 pounds using safe and proper methods and/or equipment.

Make oral presentations to large and small groups;

Work confidentially with discretion;

Meet schedules and timelines;

Understand and follow oral and written directions;

Communicate effectively both orally and in writing;

Work independently with little direction;

Plan and organize work.

EDUCATION AND EXPERIENCE:

Graduation from an accredited school of occupational therapy and experience with pediatrics and sensory motor evaluation and training desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid registration by the National Board for Certification in Occupational Therapy or the American Occupational Therapy Association required within six months of employment.

Valid California driver's license; Use of privately owned vehicle.

WORKING CONDITIONS:

School environment; travel throughout the District.

OTA

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