

DEPARTMENT: SCHOOLS
CLASSIFICATION: COMPETITIVE
APPROVED: MAY 23, 2006

OCCUPATIONAL THERAPIST ASSISTANT - SCHOOLS

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving administration of routine occupational therapy treatment and for assisting in more complex or difficult treatment in a school environment. The incumbent works under the supervision of and in partnership with the Occupational Therapist to assist in administering occupational therapy treatment plans to students. The work involves providing direct and in-direct services and select activities that will help individuals fully participate in the general education program. Work is performed under the direct supervision of an Occupational Therapist. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Performs occupational therapy procedures upon the written prescription or referral from a physician, utilizing a creative activity which may be manual, industrial, recreational or educational, designed and/or adapted to correct or remedy any disability;
2. Tests and evaluates students' physical and mental abilities within the appropriate scope of practice and analyzes medical/educational data to determine realistic goals for students;
3. May contribute to the development of a treatment plan based upon his/her findings, short and long-term rehabilitation goals and in accordance with the physician's diagnosis, prescription or referral;
4. Recommends changes in students' classroom/school environments consistent with their needs and capabilities;
5. Prepares and revises information in Individualized Education Programs (IEPs);
6. Evaluates students' progress and prepares reports that detail progress;
7. Records on students' records all evaluation, re-evaluations, progress notes, and consultations;
8. When necessary, fabricates and applies hand splints, assists, monitors and trains students and other individuals in the use of adaptive assistive devices/equipment and/or self-help techniques to achieve maximum independence;
9. Helps students improve skills relating to decision making, abstract reasoning, memory, sequencing, coordination and perceptual skills;
10. Participates with other district's personnel in the formulation of students' total care plans;
11. Consults with school personnel regarding programming, early identification, and best practices;
12. Confers periodically with supervisor, parents and physicians regarding all facets of student care and related activities;
13. Assists in the development of, and instructs in the district's in-service education program;
14. Provides in-services to parents and staff members to improve educational performances;
15. Participates in school-based meetings;
16. Completes and maintains necessary records and prepares reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, techniques and practices of occupational therapy; good knowledge of the operation and minor maintenance of apparatus and equipment used in occupational therapy; working knowledge of human anatomy, kinesiology, and physiology as they relate to the evaluation and treatment of students receiving occupational therapy; working knowledge of the terminology and practices of modern social casework; working knowledge of basic physical and recreational activities; working knowledge of community resources available to support or supplement the occupational therapy program; working knowledge of modern educational and classroom techniques; ability to evaluate, plan, execute treatment plans for students; ability to organize and maintain accurate records and files; ability to understand and interpret complex oral instructions and/or written directions; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to deal effectively with the public; ability to understand and empathize with the needs and concerns of others; physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

Certified and currently registered by the New York State Education Department as an Occupational Therapist Assistant.