

## **OCCUPATIONAL THERAPY ASSISTANT (SCHOOL)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is para-professional work involving extensive direct student contact in the daily operation of an occupational therapy program designed to meet the needs of selected students in the school population. The incumbent assists the Occupational Therapist in the evaluation of the student's needs and helps to develop treatment and activities to meet stated goals and objectives. The Occupational Therapy Assistant implements the therapy and discusses progress and need for adjustment with the therapist and program coordinator. Work is performed under the general supervision of the Occupational Therapist or program coordinator. Supervision of others is not a normal function of the class.

### **TYPICAL WORK ACTIVITIES:**

1. Assists in the initial screening, evaluation and consultation for students referred to program;
2. Assists in developing school based goals, treatment objectives and therapeutic activities to be incorporated into the student's individualized education plan;
3. Implements pediatric occupational therapy in accordance with developed plan;
4. Maintains written case notes and other written documentation as required by school policy or by state law;
5. Attends and participates in staff conferences on student's needs and progress;
6. Communicates with teachers, classroom support staff and other staff with student contact to ascertain progress and additional needs;
7. Assists in developing home based programs where appropriate;
8. Assists in assessing and making recommendations regarding equipment needs and condition;
9. Maintains daily time sheets and Medicaid statistic sheets as appropriate;
10. Participates in regular staff meetings with therapist to review student progress and to adjust goals and activities as necessary;
11. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of the methods, procedures and objectives of occupational therapy, especially as they apply to a pediatric caseload; good knowledge of occupational activities; ability to relate sympathetically to a potentially difficult client population; ability to communicate effectively, both orally and in writing; enthusiasm; patience; initiative; good judgment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Certified by the New York State Education Department as an Occupational Therapy Assistant.

### **SPECIAL REQUIREMENT:**

Eligibility for a New York State Motor Vehicle Operator's license at time of application, and possession of said license at time of appointment.

MH0305

ADOPTED: 07/13/94

REVISED: 11/28/95