

Summary Information:**Classification Title:** Occupational Therapy Assistant**Date Prepared:** 11/2023, 03/2011, 04/2003**FLSA Status:** Non-Exempt**Typical Decisions and Recommendations Provided to Others:**

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification**Activity Name**

224 A	Therapy Administration	Supervision and administration of students' therapy. Procurement, evaluation, fitting and adjustment of orthotic devices and wheelchairs.
227	Maintain Certification(s)/License	Maintain current Certification/License such as CPR, First Aid, LPN, OTA, et., from the appropriate state agency.
242	Instructional Staff Consultation	Observe and assist t teachers and instructional support staff in area of specialty (i.e., regular, technical or special education, Chapter One, Bilingual Programs, or Gifted Student Curriculum). Conduct Workshops and demonstrations on therapy techniques, curricula, materials, and resources.
750	Instructional Support	Provides direct instructional support and care-giving services (i.e., medical) under supervision of teachers and staff.
754	Managing Annual Reviews	Assists in monitoring compliance with Individual Education Plans and other student management systems.
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: A.A. Degree in Occupational Therapy Assistant, from an OTA program accredited by AOTA; and Appropriate certification/license as required

Supervisory Responsibility: None

Type of Supervision: N/A

Effective Date: 04/2011. 07/01/2003