

Summary Information:

Classification Title: Occupational Therapy Assistant **Date Prepared:** 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**

| | | |
|------|------------------------------------|---|
| 224C | Therapy Administration | Supervision and administration of students' therapy as specified by each student's Occupational Therapy Plan of Care. Select therapeutic activities to implement the Plan of Care and to address IEP goals. |
| 242A | Instructional Staff Consultation | Assist teachers and instructional support staff in use of occupational therapy techniques, strategies, and procedures in the classroom. Participate as needed as a member of the School's Intervention Assistance Team. Conduct or assist in workshops and demonstrations on therapy techniques, curricula, materials, and resources. |
| 750C | Instructional Support | Provides direct occupational therapy services under the supervision of a licensed Occupational Therapist. |
| 754B | Managing Annual Reviews | Assists in monitoring compliance with Individual Education Plans (IEPs) and other student management systems. Compiles and contributes information to the supervising OTR for the Plan of Care and to the IEP team for re-evaluation and for the development IEP goals. |
| 755 | In-Service Training | Participates in appropriate in service training. |
| 227 | Maintain Certification(s)/ License | Maintain current Certification/License such as CPR, First Aid, LPN, OTA, etc., from the appropriate state agency. |
| 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 License as required

Supervisory Responsibility: None

Type of Supervision: N/A

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