# CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

**DEFINITION:**
**Under the direction of the Director-Special Education and under supervision of an Occupational Therapist, assists in providing direct occupational therapy services to individual or groups of special education students in accordance with Individualized Education Plan (IEP) goals and intervention plans; provides appropriate intervention services to assist students in acquiring functional performance skills and to help students function independently; participates as a member of the education team to treat special education students and report on the student's progress in attaining goals and objectives; maintains related service records and prepare a variety of reports. Pending prior approval, the incumbent may adjust specific treatment procedure in accordance with changes in student status.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.**

- **Assists in providing direct occupational therapy services to individual or groups of special education students in accordance with Individualized Education Plan (IEP) goals and treatment plan developed by the Occupational Therapist and in accordance with District policies and procedures; assist with the development of the occupational therapy intervention plan as part of the IEP process.**
- **Performs a variety of therapeutic activities with students in sensory processing, organization and integration, motor planning and coordination, fine motor abilities, self-help abilities, environmental adaptation and use of assistive devices.**

**dent abilities and self-care level.**
**erapy activities as directed by supervising**
**ost appropriate to the student's needs.**
**tment program and decides when to advance,**
**ent reaction and response to the treatment**

**ccupational therapy treatment and reports**

**l positioning of students in the use and care of**

**bjectives related to position.**
**s.**
**ogies in educational settings including**
**), oral-motor, and functional self-help**

**Indoor office/classroom and outdoor working environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:**

- **Potential exposure to dissatisfied or abusive individuals.**

**Previously Revised 6/2017**