

## OCCUPATIONAL THERAPY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of an Occupational Therapist, this is a skilled sub-professional position involving the application of occupational therapy treatment to multi-handicapped students. Student progress and observations are reported to the Occupational Therapist who modifies the treatment to promote maximum rehabilitative and restorative measures. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Carries out occupational therapy procedures by working with students individually or in groups to provide treatment of a disability and training in the activities of daily living;

Confers with an Occupational Therapist regarding all facets of student care;

Provides training in self-care activities to students and uses varied media to improve their physical or mental functioning;

Assists in the development of treatment protocols;

Assists in the selection of appropriate activities for each student;

Prepares and sets up occupational therapy treatment apparatus;

Participates with other personnel in the formulation of the students' total health care plan;

Observes, records and reports the reactions of students to occupational therapy treatment and programs;

Records notes on each student's progress in occupational therapy activities;

Attends staff meetings;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of the principles, techniques and terminology of occupational therapy treatment procedures; working knowledge of occupational therapy materials and equipment and their appropriate application to a variety of disabilities; ability to work effectively with the physically and mentally disabled; ability to work well with treatment team members; ability to observe, record and report responses to treatment; ability to instruct and direct students in their daily activities; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a certification and current registration to practice as an Occupational Therapy Assistant; issued by the New York State Education Department, or possession of a license and current registration as an Occupational Therapist, issued by the New York State Education Department.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.