



CLASSIFICATION DESCRIPTION

TITLE: Occupational Therapy Assistant

<u>Title of Immediate Supervisor:</u> Director of Special Services; Occupational Therapist	<u>Department:</u> Occupational Therapy	<u>FLSA Status:</u> Exempt
<u>Accountable For (Job Titles):</u>		<u>Pay Grade Assignment:</u> Paraprofessionals: Pay group 6

General Summary or Purpose Of Job:

Assists occupational therapists, and other educational staff, by providing services to children with exceptional educational needs. Follows a treatment plan, developed by an occupational therapist, to improve, develop, restore or maintain a child's active participation in self-maintenance, work, leisure, and play in educational environments, consistent with State and federal laws and District policies.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Provides direct and indirect occupational therapy to children according to a written treatment plan developed by the occupational therapist, in conjunction with the occupational therapy assistant. Lifts, transfers and positions children and equipment, as necessary, to provide occupational therapy.	Daily 50%
2.	Consults with the occupational therapist as modifications of the treatment plan reflect the child's changing needs. Collaborates with the occupational therapist in establishing goals and objectives to meet student needs.	Daily 15%
3.	Adapts environments, tools, materials and activities according to the child's needs.	Daily 10%
4.	Maintains records and documentation as required of service plans for third party billing.	Daily 10%
5.	Assists with data collection and evaluation.	Daily 5%
6.	In collaboration with the occupational therapist, communicates and interacts with other team members, school personnel and families. Meets with team members and classroom teachers to assist with modifications of materials, seating, picture calendars, organizational charts, lunchroom activities and eating, and toileting skills. In weekly meetings, consults with the occupational therapist regarding requests from the team, staff or families, regarding any changes.	Daily 5%



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7.	Performs other miscellaneous duties such as maintains travel logs of travel between schools, and participates in professional development to enhance job performance as an occupational therapy assistant.	Weekly 5%
8.	Performs other duties of a comparable level or type.	As required

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of an associate's degree as an occupational therapy assistant; or, an equivalent combination of education or training necessary to successfully perform the essential functions of the work.

Certification or Licensing Requirements (prior to job entry):

State of Minnesota licenses with MDH and certification with AOTCB.

Knowledge Requirements:

Requires knowledge of:

- Body mechanics with regard to lifting, transferring, positioning and body ergonomics.

Skill Requirements:

Skilled in:

- Recording and observation of student's performance and progress.
- Devising schedules in various buildings to meet the occupational therapy needs of students.
- Implementing treatment plans for students in accordance with their IEP needs.
- Providing weekly updates to occupational therapists, which might require changes in students' needs and Individual Education Plans (IEP'S).
- Good communication skills, including concise documentation skills.
- Excellent interpersonal skills and good rapport with students, staff and parents.
- Ability to travel in sundry weather conditions, maintain travel logs, and be punctual and flexible.
- Ability to be professional and confidential at all times.



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Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk				√
Sit		√		
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.			√	
Up to 50 lbs.			√	
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is occasionally performed in outdoor weather conditions when traveling between schools or other work sites.

The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Vision Requirements: Check box if relevant	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		



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Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting