

## OCCUPATIONAL THERAPY ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is skilled, sub-professional work providing assistance to higher level professionals in the delivery of occupational therapy services and programs in a school district. Responsibilities include the application of occupational therapy treatment to multi-handicapped students, observing and reporting on student progress. Student progress and observations are reported to the Occupational Therapist who modifies the treatment to promote maximum rehabilitative and restorative measures. Work is performed under direct supervision of an Occupational Therapist. Supervision of others is not responsibility of this position. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (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;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: 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; manual dexterity.

OCCUPATIONAL THERAPY ASSISTANT (cont'd)

MINIMUM QUALIFICATIONS: Either

- a) Completion of a two (2) year associate degree program for occupational therapy assistants registered as licensure-qualifying by New York State or, if outside New York State, accredited by the American Occupational Therapy Association (AOTA); or
- b) Completion of a post-secondary program in occupational therapy of at least two (2) years duration which is satisfactory to the New York State Education Department.

SPECIAL REQUIREMENTS:

1. Certification and current registration by the New York State Education Department as an Occupational Therapy Assistant, at time of application, time of appointment, and throughout employment in this title.
2. Certain assignments made to employees in this class will require access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.