

**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**OCCUPATIONAL THERAPIST ASSISTANT**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Allied Health	B/2/3	Nonexempt

<b><u>CLASS SUMMARY:</u></b>
<p>The Occupational Therapist Assistant is the first level of a two level series. Incumbents are responsible for scheduling and providing occupational therapy services, within the professional scope of practice of the Occupational Therapist Assistant, which may include assistive technology services for students based upon an individual education plan (I.E.P.).</p> <p>Duties, performed within a program developed by a supervising therapist, include preparing activities for students and providing relevant suggestions to teachers and parents regarding activities; preparing progress reports; implementing educationally relevant goals and objectives for students; and documenting all services provided.</p> <p>The Occupational Therapist Assistant is distinguished from the Occupational Therapist in that the latter has responsibility for evaluation and planning of individual education plans (I.E.P.s).</p>

<b><u>ESSENTIAL DUTIES:</u></b>	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Prepares activities for students as directed by the supervising therapist including providing suggestions for activities to teachers and parents.	Daily 25%	B/2
Provides occupational therapy services to students according to the specifications and frequency on each student's individual education plan (I.E.P.).	Daily 25%	B/2
Implements educationally relevant goals and objectives for students by determining appropriate frame of reference, interventions, and environmental modifications necessary to achieve objectives.	Daily 20%	B/2
Prepares student progress reports and documents all services provided including determination of information critical to the student's record and treatment plan.	Daily 10%	B/2
Orders and inventories supplies necessary to therapy services.	Monthly 5%	A/1
Submits Medicaid (AHCCCS) billing as directed.	Monthly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	



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**Training And Experience:**

Associate's Degree in occupational therapy is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- AZ Occupational Therapist Assistant License;
- National Board of Occupational Therapy Examiners Certified Occupational Therapy Assistant;
- AZ Fingerprint Clearance Card.

**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Occupational therapy subject matter such as anatomy, physiology, kinesiology, neuroanatomy, and relevant medical terminology;
- Normal and pathological child development;
- Safety procedures.

**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Performing therapeutic interventions;
- Handling students to include physical transfer, muscle facilitation/inhibition, and use of gross and fine motor skill equipment;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Counseling, conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



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**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

