

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Occupational Therapist Assistant

BAND	GRADE	SUBGRADE
B	2	3
DEPARTMENT: Special Programs	ACCOUNTABLE TO: Occupational Therapist	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for scheduling and providing occupational therapy services to students following a program developed by a supervising therapist. Duties include: preparing activities for students and providing suggestions to teachers and parents; preparing progress reports; implementing educationally relevant goals and objectives; and, documenting all services provided.		
DISTINGUISHING CHARACTERISTICS: The Occupational Therapist is the first level of a two level Occupational Therapy series. The Occupational Therapist Assistant is distinguished from the Occupational Therapist which has the responsibility for evaluation and planning of the Individual Education Plan (I.E.P.).		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Prepares activities for students to include providing suggestions to teachers and parents.	Daily	A1
2.	Provides occupational therapy services to students according to the frequency on their Individual Education Plan (I.E.P.).	Daily	B2
3.	Implements educationally relevant goals and objectives by determining appropriate frame of reference, interventions, and environmental modifications.	Daily	B2
4.	Prepares student progress reports and documents all services provided to include determining what information is critical.	Daily	B2
5.	Orders and inventories supplies.	Monthly	A1
6.	Submit Medicaid billing as directed.	Monthly	A1

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7.	Performs other duties of a similar nature or level.	As Required	N/B
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<p>Knowledge (position requirements at entry): Knowledge of:</p> <ul style="list-style-type: none"> • Anatomy, physiology, kinesiology, and neuroanatomy; • Normal and pathological child development; • Medical terminology.
<p>Skills (position requirements at entry): Skill in:</p> <ul style="list-style-type: none"> • Using computer and related software; • Performing therapeutic interventions; • Handling students to include physical transfers, muscle facilitation/inhibition, and use of gross and fine motor equipment; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
<p>Training and Experience (position requirements at entry): Associate’s Degree in Occupational Therapy Assistant; or, any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p>
<p>Licensing Requirements (position requirements at entry):</p> <ul style="list-style-type: none"> • Arizona State Occupational Therapist Assistant License. • AHCCCS number to submit Medicaid billing (within four weeks of hire).
<p>Physical Requirements: Positions in this class typically require: stooping, kneeling, crouching, reaching, lifting, fingering, grasping, talking, hearing, and seeing. Incumbents may be subjected to body fluids and travel. 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.</p>
<p>Classification History: Draft prepared by Fox Lawson and Associates LLC (kw) Date: 3/98</p>