CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT
Class Code: 4222
Job Family: Para-Professional/Aides/Assistants
Classification: Support Staff
Terms of Employment: Pay Grade 50 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general supervision and direction of a Registered Occupational Therapist (OTR), provides occupational therapy service and assistance to students with disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Participates in evaluation and assessment using standardized measures, formal and informal tests, and checklists, as appropriate.
2. Implements therapeutic procedures as designated by the supervising occupational therapist.
3. Contributes to progress reports and helps collect data for Individualized Education Plans (IEPs).
4. Maintains current records in accordance with school, state, and federal regulations.
5. Assists with keeping accurate records of the therapy budget, inventory, and equipment.
6. Assists the occupational therapist with establishing goals for students, developing and monitoring individual and group therapy activities.
7. Assists in the dissemination/implementation of established therapeutic programs to the educational staff.
8. Consults with the supervising therapist concerning implementation and status of therapy goals (feeding programs, positioning, equipment, etc.).
9. Constructs, modifies, and maintains adaptive equipment for positioning, for activities of daily living (ADL), and vocational, and classroom use.
10. Carries out general activity program for students with disabilities.
11. Assists in monitoring the educational environment for accessibility.
12. Helps ensure accurate and safe use of equipment and that handling techniques are carried out correctly across all environments; ensures that equipment is constructed properly and maintained in good working order.
13. Assists with instructing the educational staff concerning use of adaptive equipment, positioning activities, and integration of therapy goals into the classroom and academic activities to enhance function.
14. May administer first aid and/or Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.
15. Conforms to safety standards, as prescribed.
16. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves assisting a Registered Occupational Therapist in administering occupational therapy activities in the instructional environment for identified students with disabilities. These services include contribution to and participation in the assessment, intervention, and documentation process.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of health and safety practices and procedures as well as the ability to monitor and direct others in health and safety areas of concern.
2. Knowledge of methods of observation, recording, and data collection that apply to the monitoring of therapy objectives.
5. Ability to perform activities that require various degrees of physical strength to handle and lift students with severe physical limitations.
6. Ability to understand the concerns of other people.
7. Ability and desire to foster the student’s independence and sense of self-worth and to aid in the student’s understanding of individual differences.
8. Ability to work and communicate effectively with students having various cognitive and physical limitations.
9. Ability to work independently without direct supervision.
10. Ability to maintain the confidentiality of information.
11. Ability to develop rapport, open communication, and empathy for student(s), parent(s) and/or guardian(s).
12. Ability to interpret and apply oral and written instructions.
13. Ability to comply with state rules, regulations, and statutes, Clark County School District policies, regulations, practices and procedures, and master contract agreements.
14. Ability to prepare and maintain pertinent records and reports.
15. Ability to work with students in many non-traditional treatment settings.
16. Ability to exercise judgment as when to act independently and when to refer matters to a supervisor or an administrator.
17. Ability to work flexible hours or shifts.
18. Ability to work cooperatively with employees, other agencies, and the public.
19. Ability to recognize and report hazards and apply safe work methods.
20. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Associate’s degree - Occupational Therapy Assistant (completion of an occupational therapy assistant educational program that is approved by the American Occupational Therapy Association; all fieldwork requirements).
3. Safe driving history.

Licenses and Certificates:
1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Certified by the Occupational Therapy Certification Board (OTCB) following successful completion of the national certification examination. Must be maintained for the duration of the assignment.
4. Licensed by the Nevada State Board of Occupational Therapy. Must be maintained for the duration of the assignment.
5. Current Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in person and include a hands-on component. Online courses will not be accepted.

Preferred Qualifications:
Two (2) years experience as an Occupational Therapy Assistant.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcripts.
3. Copy of current driving history issued by the Department of Motor Vehicles.
4. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
5. Occupational Therapy certification.
6. Nevada State Board of Occupational Therapy License.
7. Current Cardiopulmonary Resuscitation/Automated External Defibrillator certificate as indicated above.

8. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District facilities; testing centers, classrooms, offices, etc. Extensive travel to and from District schools and other District facilities.

WORK ENVIRONMENT:
Strength: Medium/Heavy - Exert force 50-100 lbs., frequently; 25-45 lbs., occasionally; 10-20 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Varies from a climate-controlled office/classroom setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to moderate noise intensity levels.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
District-issued/personal vehicles, computers, various test batteries, copy machines, telephones, fax machines, testing materials.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.