

DEPARTMENT OF EDUCATION
STATE OF HAWAII
CIVIL SERVICE

Specification for the Class:

SCHOOL-BASED OCCUPATIONAL THERAPY ASSISTANT

Entry-Level Work
Full-Performance Work

HE-8
HE-10

8F.279
8F.280

Function and Location:

This position works in the occupational therapy program as a related service provider in an educational setting and is responsible for implementing occupational therapy care plans developed by a licensed Occupational Therapist (OT) in accordance or in conjunction with the Individualized Education Program (IEP).

Key Duties and Responsibilities:

1. As directed by the OT, contributes to the assessment process by collecting data on performance of independent living skills, behavior, sensorimotor skills, gross/fine motor coordination, case history and interview as directed by the OT.
2. Administers standardized tests as assigned by the OT according to program standards.
3. Assists the OT in the development of treatment program based on recommended goals made on initial re-evaluation progress reports.
4. Participates in discussions with the OT and/or IEP members on projected goals and objectives.
5. Provides interventions that are educationally relevant and necessary to address the student's ability to progress in the school environment.
6. Provides feedback to the OT about student progress and supports needed to benefit from special education.
7. Documents therapy notes, quarterly and annual progress reports and keeps accurate daily and monthly data according to program policies and procedures.

8. Monitors on-going changes and implementation of tasks which may include appropriate use of orthopedic equipment, adaptive devices designed to maximize student performance and independence in the educational setting. Provides feedback to the OT about the student's response.
9. Plans daily schedule according to assigned caseload.

Other Duties:

In addition to the key duties and responsibilities, this position may be assigned to:

Assist OT in developing adaptations or equipment, passing on information and skills to other team members, and applying therapeutic interventions and/or activities and modifying as needed. Participate in educational programs, in-service training, program, district and other work-related meetings, and perform other related duties as assigned.

Controls Exercised Over the Work:

A licensed OT provides supervision to the position.

Instructions Provided: Entry-level employees are provided specific and detailed instructions; full-performance employees are provided general instructions and specific instructions in new and unusual situations.

Assistance Provided: Entry-level employees are provided close guidance in performing tasks; full-performance employees perform work independently, receiving specific guidance only in new and unusual situations.

Review of Work: Entry-level employees receive close and frequent review of work performed; the work of full-performance employees is reviewed periodically.

Prerequisite Qualifications Required for BOTH Levels:

Applicants must meet all the following minimum education requirements:

1. Successful completion of an occupational therapy assistant program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE); and
2. Successful completion of the required supervised field work.

Knowledge of: Everyday life activities that people find meaningful and purposeful; body functions and body structure; educational psychology and related sciences; assistive technology; intervention and procedures to promote or enhance safety and performance in activities of daily living, education, instrumental activities of daily living, leisure, play, social participation and work.

Ability to: Develop adaptations or equipment; work collaboratively with others, providing information and acting as a resource; and collect data and document progress.

Additional Prerequisite Qualifications Required for the Full-Performance Level:

Experience: One (1) year of work experience as an Occupational Therapy Assistant which involved assisting the OT in the occupational therapy assessment process, providing verbal and written reports of observations of individuals, communicating results to OT and other multi-disciplinary members, contributing to a multi-disciplinary team for planning and programming purposes by developing individual goals and meeting the requirements and/or practice policies of the facility, providing interventions that are consistent with competency levels, modifying interventions upon the approval of the OT, and collecting data and documenting progress.

Knowledge and Abilities: In addition to that specified previously, knowledge of the policies, procedures, and work rules of the work site, and demonstrated proficiency in independently providing the full range of services to the clientele of the work site

Certification & License Requirements for BOTH levels:

1. Applicants must have passed a national certification examination administered by the National Board for Certification in Occupational Therapy;
2. Applicants must possess a valid Occupational Therapist Assistant license issued by the State of Hawaii Board of Occupational Therapy at the time of appointment; and
3. Applicant must possess a valid State of Hawaii Driver's license, Class III.

Substitutions Allowed for the Full-Performance Level:

The following may be substituted for all of the work experience required:

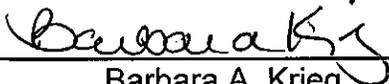
1. Completion of all including clinical requirements for a bachelor's degree or higher in occupational therapy from an educational program approved at the time of graduation by ACOTE and successful completion of the national certification examination for OTs; or
2. In the case of a foreign-trained person, a report from a credential evaluation agency, recognized by the appropriate licensing agency of the State of Hawaii, indicating completion of an education program that has been determined to be equivalent to an accredited occupational therapy program in the United States.

Physical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the class specifications for the classes SCHOOL-BASED OCCUPATIONAL THERAPY ASSISTANT (E) and (FP) that was approved on July 1, 2005.

DATE APPROVED: 12/30/16



Barbara A. Krieg
Assistant Superintendent
Office of Human Resources

SIGNED DATE: 12/30/16