

# Certified Occupational Therapy Assistant

## Position Details

Class Code: 4222

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision/direction of a Registered Occupational Therapist (OTR), provides occupational therapy services and assistance to students with disabilities.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Participates in evaluations and assessments using standardized measures, formal/informal tests, and checklists, as appropriate.
2. Implements therapeutic procedures as designated by the supervising occupational therapist.
3. Contributes to progress reports; helps collect data for Individualized Education Plans (IEPs).
4. Maintains current records according to school, state, and federal regulations.
5. Assists in keeping accurate budget, inventory, and equipment records.
6. Assists the occupational therapist in establishing student goals and developing/monitoring individual and group therapy activities.
7. Assists in distributing and implementing established therapeutic programs to 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, activities of daily living (ADL), vocational, and classroom use.
  10. Carries out general activity programs for students with disabilities.
  11. Assists in monitoring accessibility in the educational environment.
  12. Helps ensure safe, accurate equipment use and handling techniques; ensures proper construction and maintenance of equipment.
  13. Assists in instructing educational staff on adaptive equipment, positioning activities, and integrating therapy goals into classroom activities.
  14. May administer First Aid and 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.
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## **Distinguishing Characteristics**

Assists a Registered Occupational Therapist in administering occupational therapy activities in the instructional environment for identified students. Contributes to and participates in the assessment, intervention, and documentation processes.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of health and safety practices/procedures; able to monitor and direct others in health/safety areas of concern.
2. Knowledge of observation, recording, and data collection methods applicable to therapy objective monitoring.
3. Knowledge of routine occupational therapy practices.
4. Knowledge of basic First Aid, CPR/AED, and Universal Precautions.
5. Ability to lift students with severe physical limitations.
6. Ability to understand others' concerns.
7. Ability and desire to foster students' independence and sense of self-worth; aids in students' understanding of individual differences.
8. Ability to work/communicate effectively with physically- and cognitively-impaired students.
9. Ability to work independently without direct supervision.
10. Ability to maintain confidentiality of information.

11. Ability to develop rapport, open communication, and empathy for student(s), parent(s), and guardian(s).
  12. Ability to interpret and apply verbal/written instructions.
  13. Ability to comply with state rules, regulations, and statutes, Clark County School District policies, practices, and procedures, and master contract agreements.
  14. Ability to prepare and maintain pertinent records/reports.
  15. Ability to work with students in non-traditional treatment settings.
  16. Ability to judge when to act independently and when to refer matters to a supervisor/administrator.
  17. Ability to work flexible hours/shifts.
  18. Ability to work cooperatively with employees, other agencies, and the public.
  19. Ability to recognize/report hazards and apply safe work methods.
  20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

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

### **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) 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. Certification must be maintained for duration of assignment.
4. Licensed by the Nevada State Board of Occupational Therapy. License must be maintained for duration of assignment.

5. Current CPR/AED certification from the American Heart Association, American Red Cross, or a similar organization. Certification must be maintained for duration of assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

## **Preferred Qualifications**

Two (2) years' experience as an Occupational Therapy Assistant.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Transcripts from an accredited college/university.
  3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. Occupational Therapy certification.
  6. Nevada State Board of Occupational Therapy License.
  7. Current CPR/AED certification as indicated above. A copy of the front and back of the CPR/AED certification must be uploaded into the application.
  8. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

District facilities – department offices and schools (classrooms, corridors, theaters, carpeted areas, etc.)

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## **Work Environment**

### **Strength**

Medium/heavy – exert force of 50-100 lbs., frequently; 25-45 lbs., occasionally; 10-20 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone.

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. Vision: Frequent near acuity, occasional 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 climate-controlled office/classroom settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to moderate noise intensity levels.

## **Hazards**

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

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued/personal vehicles, computers, test batteries, copiers, telephones, fax machines, testing materials.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 08/04/23
- Created: 07/01/88