

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title:           **CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**  
Department:            School Site  
Reports:                 Director of Special Education

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#### **SUMMARY:**

A Certified Occupational Therapy Assistant is responsible to the Director of Special Education and works under the direct supervision of a Registered Occupational Therapist. Working under the supervision of a Registered Occupational Therapist (OTR), a Certified Occupational Therapy Assistant (COTA) provides direct services to assist individuals with conditions that are mentally, physically, developmentally or emotionally disabling, to benefit from their Individual Educational Program (IEP). The COTA also assists the OTR in the procurement, preparation and maintenance of materials and supplies.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Gathers data to assist in the evaluation of student needs as a basis for treatment planning.
- \* Follows intervention plans including measurable goals and objectives with strategies for meeting them.
- \* Coordinates activities with other members of the instructional team.
- \* Implements plan under the supervision of the Registered Occupational Therapist.
- \* Monitors student and documents response for intervention. Consults with the OTR regarding modification of strategies as directed to attain goals.
- \* Weekly documentation of student progress.
- \* Maintains and assists in the training of students, family and staff in the use of adaptive equipment designed to assist students in self-care and academic activities.
- \* Follows through on plans to maintain and enhance the performance of students in their natural environments.
- \* Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the OTR with evaluation results, treatment and follow-up, submitting these and other required reports in a timely fashion. Collaborates in developing recommendations for protocol and procedures.
- \* Assists in developing transition plans for students moving to other environments.
- \* Works cooperatively with the OTR and classroom personnel in providing services to the student of family.
- \* Provides training to classroom personnel in accordance with the IEP and under the direction of the OTR.
- \* Participates in professional growth activities in Special Education and in Pediatric Occupational Therapy.
- \* Travels to various school sites and other educational settings for the provision of OT services.
- \* Attends meetings as appropriate.
- \* Adhere to policies and procedures of Western Placer Unified School District.
- \* Performs other related duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

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**EDUCATION and/or EXPERIENCE:**

Associate of Arts degree. Graduation from an approved program for occupational therapy assistants. Two years experience as a Certified Occupational Therapy assistant with a primary focus on pediatric clients. Experience working in a public school classroom. Possession of a current certification as an occupational therapy assistant issued by the American Occupational Therapy Association. Possession of current California state license issued by State Licensing Board with demonstrated continuing education as directed by licensing board. CPR certification. Possession of a valid California driver's license.

**Knowledge of:**

- \* Child growth and development.
- \* Common disabling conditions of children.
- \* Theory and practice of occupational therapy as applied to infants, children and youth.
- \* Strategies and methodologies of educational settings.

**Ability to:**

- \* Implement intervention plans.
- \* Follow oral and written directions.
- \* Document student response to interventions.
- \* Organize and maintain materials and supplies.
- \* Communicate clearly and concisely both verbally and in writing.
- \* Schedule a number of activities.
- \* Work effectively with education colleagues.
- \* Work flexibly with others under a variety of circumstances.
- \* Function as a positive, contributing member of an educational team.
- \* Problem solve in analyzing issues, creating plans of action and reaching solutions.
- \* Assist in the management of these programs.
- \* Interpret and implement rules relating to these programs.
- \* Make policy decisions and evaluate results.
- \* Make determinations relative to the effective performance of the tasks.
- \* Sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- \* See and read with or without vision aids laws, codes, rules, policies and other printed matter including computer screens and printouts.
- \* Hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- \* Dial a telephone and enter data in a computer; speak in audible tones so that others may understand in normal conversations, in training sessions and other meetings.
- \* Drive a car.
- \* Determine and differentiate colors.
- \* Perform special handling of physically disabled children or youth.
- \* Physically restrain children or youth.
- \* Lift or move 50 pounds.
- \* Ability to lift 50 pounds maximum or carry any object weighing up to 25 pounds.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

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**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Previous work in childcare. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 lbs such as pushing children on a bike or moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***