



## Job Description

**POSITION CODE:** 739  
**Classified Group:** CSEA  
**Salary Range:** 51  
**Work Days:** 206  
Page 1 of 3

**POSITION TITLE:** Certified Occupational Therapy Assistant

**DEFINITION:** Under general guidance of an Occupational Therapist, provides educationally-related occupational therapy services to students with a variety of cognitive, emotional, and/or physical disabilities according to the student's Individualized Education Plan (IEP).

**DIRECTLY REPORTS TO:** Program Manager or Designee

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks that may be found in positions of this class.)

1. Adapts school and classroom environment, tools and materials under the supervision of the Occupational Therapist for the purpose of improving student functioning and facilitating student access to curricular and instructional activities.
2. Assists Occupational Therapist with assessing student's fine motor and development skills (i.e. oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function postural tone, etc.).
3. Attends meetings and workshops (i.e. IEPs, training, team meetings, conferences, meetings with outside agencies, etc.).
4. Consults with Occupational Therapists, physical therapists, speech therapists, teachers, educational specialists, families, etc. for the purpose of providing requested information, reviewing/revising students occupational therapy goals/objectives, developing plans for services, and/or making recommendations to implement goals.
5. Provides direct-occupational therapy services to students according to IEP goals.
6. Implements therapeutic activities and instructs students, teachers, parents, and other involved persons (i.e. positioning, adjusting special equipment, etc.).
7. Maintains student files and/or records pertaining to occupational therapy services provided under guidance of the Occupational Therapist (i.e. progress reports, activity logs, etc.)
8. Maintains treatment equipment and supplies in clean and proper working condition.
9. Prepares written materials (i.e. activity logs, progress notes, reports, memos, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
10. Provides training, consultation, and instruction to teachers on the use of adaptive devices and equipment.
11. Assists occupational therapist in performing research to address the functional goals of students (i.e. intervention and treatment techniques, assessment tools and methods, community resources, etc.).
12. Transports a variety of items (i.e. puzzles, games, assistive devices, assessment tools, etc.) as needed for therapy sessions.
13. Troubleshoots problems with assistive devices (i.e. computer technology, etc.) for the purpose of ensuring that equipment is in proper working order and/or providing alternative strategies.
14. Performs related work as required.

## **QUALIFICATIONS:**

### Education and Experience:

Graduation from an accredited school in a Certified Occupational Therapy Assistant (COTA) Program. Two years of COTA experience preferred.

### Licenses and Certifications:

- Valid license as a Certified Occupational Therapy Assistant issued by the California Board of Occupational Therapy
- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

### Knowledge, Skills, and Abilities:

- Knowledge of principles, methods, and equipment used in occupational therapy
- Knowledge of intellectual, social, emotional growth patterns, and physical development of children
- Knowledge and application of occupational therapy techniques in working with children with disabilities
- Knowledge of pertinent federal, state, and local laws, codes, and regulations
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge and skill in use of computers and assorted software programs
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to understand educational and development needs of children with specific disabilities
- Ability to work effectively with all levels of district staff, parents, health care professionals, and other health care agencies
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to use a variety of modern methods, techniques, and practices in occupational therapy
- Ability to monitor adaptive equipment and may make recommendations for or develop assistive devices
- Ability to fit and adjust adaptive devices to better meet the needs of students
- Ability to assist with standardized assessment testing
- Ability to lift, move, and position disabled students according to safety regulations with assistance
- Ability to properly use and care for the materials, supplies, and equipment.
- Ability to assist special needs students by providing proper examples, emotional support, friendly attitude, and general guidance.
- Ability to understand the unique differences and needs of handicapped students and their parents.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain consistent, punctual and regular attendance

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor office, classroom, motor-room, and outdoor environment
- Moderate noise

- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Move about schools and facilities to conduct work including walking, sitting, standing, kneeling, stooping, crawling, balancing, bending at the waist, or reaching overhead (both above the shoulders and horizontally), for long periods of time
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Operate office equipment and specialized equipment requiring repetitive hand movement and fine coordination
- Inspect documents and other written materials with fine print
- Transport, lift, move, and/or position special needs students, therapy equipment, and other objects such as wheelchairs and mobility equipment

Hazards:

- Work near moving mechanical parts
- Back strain from lifting, moving, and positioning disabled students, and from swings and equipment
- Exposure to students who could possibly exhibit aggressive behavior concerns

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 9/12/2017  
Adopted: 5/24/2011  
Revised: 8/24/2017