

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT - COTA

DEFINITION

Under supervision of the Speech Department Coordinator and a licensed Occupational Therapist, provides direct and consultative occupational therapy services to special education students according to goals contained in an individualized education plan (IEP).

DIRECTLY RESPONSIBLE TO:

Speech Department Coordinator

SUPERVISION OVER:

None; provide assistance and guidance to other staff

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Student Assistance:

- Provide practice opportunities for students in the areas of occupational therapy services as determined by the students' IEPs in one-on-one, small group and/or classroom settings.
- Serve students who may have other areas of need including severe medical, physical, and behavioral disabilities.
- Follow detailed plans, practices and procedures as directed by the Occupational Therapist.
- Document student progress toward meeting established objectives and report the information to the Occupational Therapist.
- Redirects negative behaviors and reinforces appropriate behaviors.
- Implements consequences for inappropriate behavior; and uses positive redirection techniques when necessary.
- Assists in using and preparing a variety of adaptive equipment and mobility programs following the instruction of the therapist or teacher.
- Instructs students in functional life skills such as clothes washing, dishwashing, etc.
- Travels to various school sites within the county to assist in occupational therapy services.

Record Keeping:

- Assists the Occupational Therapist in maintaining accurate student records and reports.
- Prepares and maintains confidential student files and records.
- Assist with the development of the occupational therapy intervention plan as part of the IEP process.
- Assist with data collection and assessments with established service competency documented.
- Document therapy received and record progress, maintain a variety of service-related logs, prepare reports in collaboration with the supervising Occupational Therapist, organize materials needed for therapeutic interventions, submit to Medi-Cal required information for billing purposes.
- Attend IEP meetings as directed to report present levels, progress, and recommendations.
- Prepare and assist in ordering therapy materials and checking and maintaining equipment.

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- Participate in professional growth activities in special education and pediatric occupational therapy, as appropriate.

Staff Assistance/Interaction:

- Assist Occupational Therapist in identifying and assessing student's skills and abilities in physically managing the school and classroom environment, fine motor function, oral motor, sensory processing, motor planning, activities of daily living, and postural stability.
- Assists Occupational Therapist in implementing IEP goals; discusses IEP goals and plans with other staff to maintain consistency; assists and provides the instructional team with new ideas for student goals.
- Maintain regular contact with supervising Occupational Therapist to review caseloads and services to students.
- Follows daily instructional schedule.
- Assists in the preparation of all necessary materials for lessons and conducts one-on-one and small group instruction in areas of need.
- Attend staff meetings and assist with staff development.
- Provide assistance and training to school staff through consultation/collaboration.
- Interact professionally, cooperatively, and appropriately with children, staff, and parents.
- Perform related duties as assigned.

Integration/Inclusion:

- Develops and maintains relationships with staff and shares program information to assist in integration activities.
- Preplans materials necessary for community-based and classroom instruction.
- Reinforces proper behaviors while in classroom and in the school.
- Adapts tools/materials necessary to perform class activities in integrated settings.

Health and Safety:

- Maintains a safe and healthy classroom environment; disinfects equipment and materials; sanitizes laundry and dishes.
- Uses safety procedures in operating wheelchairs and other equipment.
- Inspects equipment and monitors for minor repairs and preventative maintenance as needed.
- Administers first aid and CPR if necessary and trained.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

- Must possess a valid Occupational Therapy Assistant Licensure from the California Board of Occupational Therapy or a valid certification issued by the National Board of Certified Occupational Therapy.
- Minimum one-year experience in occupational therapy preferred.

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- Minimum one-year school-based experience with students with moderate/severe disabilities is preferred.

Knowledge of:

- Child growth and development.
- Common disabling conditions of children.
- Theory and practice of occupational therapy as it relates to children and adolescents.
- Occupational therapy strategies and methodologies in educational settings.
- Special education guidelines and regulations relative to occupational therapy services.
- Knowledge of behavior management techniques.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Basic math.
- Basic record-keeping, filing and report preparation techniques.
- Modern office practices, procedures, and guidelines.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer, iPad, and assigned software including but not limited to Microsoft Office Suite and Google Suite apps such as Google Classroom.

Skills and Abilities:

- Read and understand instructions, teaching manuals, and/or guides.
- Communicate effectively in both oral and written forms.
- Successfully supervise students.
- Follow instructions with a minimum of direction.
- Follow and give clear directions.
- Work independently and make decisions within the framework of established guidelines.
- Flexibility to adapt to individual needs of teachers and students and work with interruptions.
- Adapt to individual needs of Occupational Therapists and students and work with interruptions.
- Respond quickly to emergency situations.
- Work with students and staff.
- Understand and maintain confidentiality.
- Perform general clerical duties including record keeping and filing.
- Accept, understand, and relate to students who have behavioral, learning, or physical disabilities.
- Use basic signing skills desirable in some programs for nonverbal students.
- Be trained and updated in specialized health care procedures as needed.
- Follow required and/or necessary medical guidelines when working with students with contagious diseases.
- Maintain punctual and regular attendance and consistent schedule.
- Participate in continuing education opportunities to maintain licensing and certification requirements and to enhance knowledge of pediatric occupational therapy.
- Apply applicable laws, codes, rules, regulations, policies, and procedures.

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Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling, or crouching; climbing or balancing.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Occasionally, frequent lifting, carrying, pushing and pulling of equipment; frequent twisting and kneeling, squatting, reaching, stooping and bending; sitting on low chairs or on the floor; climbing stairs. Requires two or more persons to lift 50 pounds or more. Two person lifts recommended for students in wheelchairs.

Work Environment:

Employees in this position will be required to work in an office and/or multiple school facility environments with regular interruptions and participate in small and large group meetings. This is an itinerant position and employees must be self-sufficient with regards to travel between school sites to provide services.

Licenses and Certificates:

- Current Occupational Therapy Assistant Licensure or a valid certification
- Possession or ability to obtain Crisis Prevention Intervention (CPI) Certification
- Valid California Driver's License
- Provide proof of automobile insurance

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: Range G

Approval Date: 3.16.2023

The job description is not intended to be an exhaustive list of all the duties, knowledge, or abilities associated with this classification, but it is intended to accurately reflect the principal job elements.