

Dry Creek Joint Elementary School District
Job Description

POSITION TITLE: CERTIFICATED OCCUPATIONAL THERAPY ASSISTANT

Classification:	Classified	Work Year:	As assigned
Department:	Special Education	Board Approval:	April 7, 2022
Reports To:	Director of Special Education		
Salary Range:	Classified Salary Schedule, Range 30		

BASIC FUNCTION:

Under the general direction of a Registered Occupational Therapist, the Certificated Occupational Therapy Assistant (COTA) will provide direct services to assist individuals with conditions which are mentally, physically, developmentally, or emotionally disabling so that they may benefit from their basic educational program. The COTA will also assist the Registered Occupational Therapist in the procurement, preparation, and maintenance of material and supplies.

REPRESENTATIVE DUTIES:

- Gathers data to assist in the evaluation of students' needs as a basis for treatment planning.
- Follows intervention plans, IEP goals, including measureable goals and objectives, providing strategies and services to meet the goals and objectives.
- Coordinates activities with other members of the multidisciplinary team to support and assist students' instructional needs.
- Implements intervention plans directly under the supervision of the Registered Occupational Therapist.
- Monitors students' progress and performance, documents response for intervention and consults with the Registered Occupational Therapist regarding modifications of strategies as indicated to attain goals and objectives.
- Maintains and assists the training of students, families, 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.
- Documents evaluation results, treatment and follow up, submitting these and other required reports in a timely manner.
- Collaborates in developing recommendations for protocol and procedures to support student success.
- Assists in developing transition plans for students moving to other environments.
- Works cooperatively with the Registered Occupational Therapist and classroom personnel in providing services to the students or families.
- Participates in professional growth activities in special education and in pediatric occupational therapy.
- Attends a variety of meetings, workshops, and in-service trainings to maintain current knowledge of developments in the field of Occupational Therapy.
- Adheres to policies and procedures of the Dry Creek Joint Elementary School District.
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination of experience and training that would provide the required knowledge and skill.

- Associate's degree required.
- Certification of completion from an approved program for occupational therapy assistants.
- Two years' experience as a Certified Occupational Therapist Assistant with a primary focus on pediatric clients preferred.
- Experience working in a school setting.

LICENSES AND OTHER REQUIREMENTS:

- Possession of a current certification as an occupational therapy assistant issued by the American Occupational Therapy Association.
- Possession of a valid California driver's license.
- Valid First Aid and CPR certificate issued by an authorized agency.
- TB Clearance.
- Criminal Justice Fingerprint Clearance.

KNOWLEDGE AND ABILITIES:**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 law relative to occupational therapy services.
- Record keeping and report preparation techniques.
- Operation of a computer and assigned software.

ABILITY TO:

- Implement Intervention plans.
- Follow oral and written directions.
- Document student response to intervention.
- Gather and organize data.
- Organize and maintain materials and supplies.
- Communicate clearly and concisely both verbally and in writing.
- Work effectively with colleagues.
- Function as a positive, contributing member of a multidisciplinary team.
- Establish and maintain effective work relationships with those contacted in the performance of required duties;
- Interact successfully with parents, students, supervisors, school staff and community agency representatives.
- Work independently.
- Maintain confidentiality.
- Drive a vehicle to various sites to conduct work.

WORKING CONDITIONS:**ENVIRONMENT:**

- Normally located in a work environment with moderate physical qualifications and requirements.

PHYSICAL ABILITIES:

- Mental acuity to assist in the management of these programs, interpret and implement rules relating to these programs, evaluate results, and make determinations relative to the effective performance of the tasks.
- Occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling.
- Ability to lift 50 pounds maximum and/or carry objects weighting up to 25 lbs. without assistance.
- Ability to perform special handling of physically disabled children or adolescents, some positions may require strength and dexterity for physically restraining or assisting children or adolescents.
- Manual dexterity to operate a telephone and enter data into a computer.
- Ability to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- Ability to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts.
- Ability to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- Ability to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Ability to drive an automobile to and from various work sites.