JOB DESCRIPTION

JOB TITLE: CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

JOB FAMILY: STUDENT SUPPORT SERVICES

DEFINITION:

Under the direction of a registered Occupational Therapist and/or the Department of Special Education will participate as a member of the education team to treat severely physically disabled students and report on the student's progress in attaining goals and objectives. The Certified Occupational Therapy Assistant (COTA) may, with prior approval, adjust specific treatment procedure in accordance with changes in student status. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class performs a variety of activities essential to student performance in sensory processing, organization and integration, motor planning and coordination, fine motor abilities and self-help judgment. This job class requires that employees meet national and state practice codes and standards as well as professional training and certification requirements.

DISTINGUISHING CHARACTERISTICS:

Provides direct services to assist individuals with conditions that are mentally, physically, developmentally or emotionally disabling so that they may benefit from their basic educational program. Assists in providing direct occupational therapy services to pre-kindergarten students through age 22 according to Individualized Education Plan (IEP) and goals. Collaborate with District team members to assist with the assessment of infants and young children to determine the nature and extent of motor disabilities. The COTA also assists the registered Occupational Therapist (OT) in the procurement, preparation, and maintenance of materials and supplies.

EXAMPLES OF DUTIES:

·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 intervention plans directly under the supervision of the Occupational Therapist.
·Monitors student progress and performance, documents response for intervention, and consults with the Occupational Therapist regarding modification of strategies as indicated to attain goals.
·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.
·Documents 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 Occupational Therapist and classroom personnel in providing services to the student or family.
·Operate a variety of office and instructional equipment and assist pupils with use of adaptive

equipment.
·Assure the health and safety of students by following health and safety practices and procedures.
·Attend a variety of meetings, workshops and in-service trainings to maintain current knowledge of special education and pediatric occupational therapy practices.
·May assist with routine clerical duties directly related to classroom work.
·Set up work areas and prepare materials for instructional use.

QUALIFICATION GUIDE:

Knowledge of:
·The intellectual, sensory and physical development of young children.
·Techniques used in the assessment and treatment of disabilities.
·Child guidance principles and practices related to children with special education needs.
·A variety of current treatment approaches appropriate to meet the student needs, instructional goals and classroom support.
·Correct English usage, punctuation, spelling, grammar and math.
·Oral and written communication skills.
·Interpersonal skills using tact, patience and courtesy.
·Record-keeping and report preparation techniques.

Ability to:
·Assist in the assessments of the developmental status and education needs of young children.
·Demonstrate an understanding, patient and receptive attitude toward students.
·Work collaboratively in transdisciplinary teams.
·Work collaboratively with families.
·Monitor and evaluate student progress.
·Work independently with little supervision.
·Work collaboratively to maintain detailed case records and reports.
·Work collaboratively to prepare lessons and instructional materials for students.
·Communicate effectively both orally and in writing.
·Operate a variety of office and instructional equipment including a computer and assigned software.
·Maintain confidentiality of sensitive and privileged information.
·Maintain professional behavior and appearance with all student related contacts.
·Understand and work within scope of authority and defined guidelines.
·Observe health and safety regulations.
·Administer First Aid and CPR.
·Drive a vehicle to conduct work.
·Establish and maintain effective relationships with those contacted in the course of work.

Physical Ability:
·Must be able to perform the duties of a rigorous work schedule, which includes lifting, moving, and positioning students (up to adult size) in providing occupational therapy services.
·Bend, kneel and stoop on a regular basis.
·Stand for extended periods of time.

Training and Experience:
·Any combination of experience and education that could likely provide the required knowledge and

abilities. Graduation from an approved program for occupational therapy assistants.
·Two years experience as a certified occupational therapy assistant with a primary focus on sensory integration therapy with pediatric clients.
·Experience in a public school classroom.

Requirements:
·Certification by the American Occupational Therapy Certification Board as a Certified Occupational Therapy Assistant.
·Pass the District's adopted Proficiency Examination with a satisfactory score.
·Possession of First Aid and CPR certificates.
·Positions in this classification require the use of a personal automobile, the possession of a valid California Class C Driver's License and proof of current and appropriate auto insurance coverage. If required to drive a District vehicle, must be insurable at standard market rates under the District's insurance policy.

Personal Qualities:
·Mature emotional stability, interest in and understanding of students, good health; flexibility and patience.