



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 supervision, provide educationally-related occupational therapy services to students suffering from a variety of cognitive, emotional, and/or physical illnesses or disabilities according to the student's Individualized Education Plan (IEP) ~~and under the direction of~~ **in coordination with** the Occupational Therapist.

DIRECTLY REPORTS TO: Program Manager or Designee

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~~ **in coordination with** 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 fine motor and development skills (e.g. oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function postural tone, etc.).
3. Attends meetings and workshops (e.g. IEPs, training, team meetings, conferences, meetings with outside agencies, etc.).
4. Consults with Occupational Therapists, physical therapists, speech therapists, teachers, educational assistants, 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 (e.g. positioning, adjusting special equipment, etc.).
7. Maintains files and/or records in cooperation with the Occupational Therapist (e.g. progress reports, activity logs, etc.)
8. Maintains treatment equipment and supplies in clean and proper working condition.
9. Prepares written materials (e.g. 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. ~~Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.~~
12. Transports a variety of items (e.g. puzzles, games, assistive devices, assessment tools, etc.) as needed for therapy sessions.
13. Troubleshoots problems with assistive devices (e.g. computer technology, etc.) for the purpose of ensuring that equipment is in proper working order and/or providing alternative strategies.
14. Performs other related **work as required**. ~~Duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.~~

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 registration as a Certified Occupational Therapy Assistant with 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 personal computers hardware and **assorted software programs** including word processing, learning and educational software, and specialized communication devices and systems
- Ability to communicate effectively both oral 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 ~~Record-keeping techniques; Maintain accurate records~~
~~Perform the basic function of the position~~
- 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.
- Ability to properly use and care for the materials, supplies, and equipment.
- Ability to assist 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.

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

- Ability to understand and follow oral **verbal** and written instructions.
- ~~Meet district standards of professional conduct as outlined in Board Policy.~~

WORKING CONDITIONS:

Work Environment

- Indoor office, classroom, motor-room, and outdoor environment
- **Moderate noise**
- Drive a vehicle to conduct work

Typical Physical Characteristics:

- **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), ~~or walk for extended periods of time~~
- **Communicate** ~~hear and speak~~ to exchange information in person, **in small groups**, and/or on the telephone
- ~~Dexterity of hands and fingers to~~ **Operate office equipment and** specialized equipment and a computer keyboard **requiring repetitive hand movement and fine coordination**
- ~~See to read and prepare documents and reports, and view a computer monitor~~ **Inspect documents and other written materials with fine print**
- **Transport**, lift, move, and/or position disabled students, therapy equipment, and other objects such as wheelchairs and mobility toys

Hazards:

- Work near moving mechanical parts
- Back strain from lifting, moving, and positioning disabled students, and from swings and equipment.
- Exposure to children with behavior problems.

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: 05/24/2011
Revised: TBD