

TITLE: CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT (COTA)

REPORTS TO: Assigned Administrator

JOB GOAL: Under the supervision of a registered Occupational Therapist and/or the assigned administrator, 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 judgement. This job class requires that employees meet national and state proactive codes and standards as well as professional training and certification requirements.

QUALIFICATIONS

Knowledge of

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

Ability to:

1. Assist in the assessments of the developmental status and education needs of young children.
2. Work collaboratively in transdisciplinary teams.
3. Work collaboratively with families.
4. Monitor and evaluate student progress.
5. Work independently with little supervision.
6. Work collaboratively to maintain detailed case records and reports.
7. Work collaboratively to prepare lessons and instructional materials for students.
8. Communicate effectively both orally and in writing.
9. Operate a variety of office and instructional equipment including a computer and assigned software.
10. Maintain confidentiality of sensitive and privileged information.
11. Maintain professional behavior and appearance with all student related contacts.
12. Understand and work within scope of authority and defined guidelines.
13. Observe health and safety regulations.
14. Administer First Aid and CPR.
15. Drive a vehicle to conduct work.
16. Handle all matters in a tactful, courteous, and confidential manner.

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Training and Experience

1. Graduation from an approved program for occupational therapy assistants.
2. Two years experience as a certified occupational therapy assistant with a primary focus on sensory integration therapy with pediatric clients; or any combination of training and experience that would likely provide the required knowledge and abilities.
3. Experience in a public school classroom, desired.
4. A work history demonstrating reliability and good attendance.

Special Requirements

1. Certification by the American Occupational Therapy Certification Board as a Certified Occupational Therapy Assistant.
2. Possess and maintain a First Aid certification and CPR certificate.
3. 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.
4. If required to drive a District vehicle, must be insurable at standard market rates under the District's insurance policy.

ESSENTIAL FUNCTIONS

1. 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.
2. Assists in providing direct occupational therapy services to pre-kindergarten students through age 22 according to individualized Education Plan (IEP) and goals.
3. Collaborate with District team members to assist with the assessment of infants and young children to determine the nature and extent of motor disabilities.
4. The COTA also assists the registered Occupational Therapist (OT) in the procurement, preparation, and maintenance of materials and supplies.
5. Gathers data to assist in the evaluation of the student needs as a basis for treatment planning.
6. Follows intervention plans, including measurable goals and objectives, with strategies for meeting them.
7. Coordinates activities with other members of the instructional team.
8. Implements intervention plans directly under the supervision of the Occupational Therapist.
9. Monitors student's progress and performance, documents response for intervention, and consults with the Occupational Therapist regarding modification of strategies as indicated to attain goals.
10. 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.
11. Follows through on plans to maintain and enhance the performance of students in their natural environments.
12. Documents evaluation results, treatment and follow-up, submitting these and other required reports in a timely fashion.
13. Collaborates in developing recommendations for protocol and procedures.
14. Assists in developing transition plans for students moving to other environments.
15. Works cooperatively with the Occupational Therapist and classroom personnel in providing services to the student or family.

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ESSENTIAL FUNCTIONS (cont.)

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

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

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to twenty (20) pounds up to four (4) hours per day, and fifty (50) pounds occasionally up to one (1) hour per day.
9. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion..
11. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

TERMS OF EMPLOYMENT: 10-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be completed by the site administrator or his/her designee.

Approved by: Board of Education Date: August 17, 2006

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A
TOBACCO-FREE, DRUG-FREE WORKPLACE**