

JOB TITLE: Certified Occupational Therapist Assistant (Range 27)

#### DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of an Occupational Therapist, the COTA will provide direct and consultative occupational therapy services to students in special education who qualify for occupational therapy services, in accordance with Individualized Education Plan (IEP), and to other students authorized to receive occupational therapy-related services. The COTA will maintain appropriate student records and documentation.

#### DIRECTLY RESPONSIBLE TO

Senior Director of Special Education or the Occupational Therapy Manager.

#### JOB REQUIREMENTS AND QUALIFICATIONS

- Must have completed a Certified Occupational Therapy Assistant program.
- Must have passed a national examination administered by the National Board for Certification in Occupational Therapy (NBCOT).
- Must hold and keep current during the term of employment, a license issued by the California Board of Occupational Therapy.
- Capacity to follow guidelines of determination and provisions of educationally-necessary occupational therapy.
- Ability to understand, interpret, and provide educationally-necessary therapies.
- Experience working with children as a COTA in the public education setting preferred.
- Ability to establish and maintain effective work relationships with county office personnel, school district personnel, outside agencies, and parents.
- Possession of a valid California driver's license required.

## EXAMPLES OF DUTIES

- Under the direction of an Occupational Therapist, provides direct occupational therapy to students.
- Maintains records, data collection, and documentation of student progress and therapy provided.
- Observes students during therapy and compiles data on student response to treatment.
- Prepares detailed reports regarding student progress.
- Works with students individually and in small groups.
- Assists in adaptation of the school environment and materials to improve students' function and facilitate access to the students' curriculum.
- Attends IEP meetings and reports findings and recommendations as approved by the Occupational Therapist.
- Assesses student needs, both informally and through standardized testing.
- Travels from school to school.
- Observes and manages student behaviors according to approved procedures.
- Performs various clerical tasks such as maintaining records, etc.
- Performs related duties as required.

## SUPERVISION RECEIVED

Employees in this classification receive supervision meeting the requirements set forth by the California Board of Occupational Therapy.

## SUPERVISION EXERCISED

None

## PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

### Work Position (Percentage of Time):

Standing (60%)                      Walking (30%)                      Sitting (10%)

### Body Movement (Frequency):

None (0)    Limited (1)    Occasional (2)    Frequent (3)    Very Frequent (4)

Lifting – lbs. (0-40)                      Lifting (3)                      Bending (4)

Pushing and/or                      Reaching                      Kneeling or

Pulling Loads (3)                      Overhead (2)                      Squatting (3)

Climbing Stairs (2)                      Climbing Ladders (1)