

	DRAFT POSITION DESCRIPTION
Title: Certified Occupational Therapy Assistant (COTA)	
Department: Special Services	FLSA Classification: Non-Exempt
	Work Year: School year
Reports to: Executive Director of Special Services	Board Approval Date: Pending

Salary Grade: Range 132, Supervisory and Unrepresented Employee Salary Schedule

Primary Function:

Under the direction and supervision of an Occupational Therapist (OT), the COTA assists in the provision of occupational therapy to students. The COTA will assist OTs with assessment, intervention, and treatment to enhance fine and gross motor, visual motor and perceptual skills, sensory processing and modulation, and activities of daily living. The COTA will perform other duties that fall within their scope of practice under the supervision of an OT.

Essential Job Functions include, but are not limited to the following:

1. Assists with occupational therapy screening, assessment, and provision of services.
2. Implements services as outlined in IEP, 504, and SST plans.
3. Assists the OT with documentation, material preparation, and clerical tasks.
4. Prepares occupational therapy materials for use in the classroom and therapy sessions.
5. Adapts or individualized instructional materials for teacher use in the classroom.
6. Assists in maintaining student records, collecting data, and preparing reports.
7. Assists in organizing classrooms to facilitate student access to the environment.
8. Writes therapy notes and documents progress on goals.

Additional job functions.

Assist Occupational Therapist (OTR/L) staff in identifying and assessing student’s skills and abilities in fine motor function, gross motor function, oral motor, sensory registration and processing, motor planning, activities of daily living, and postural stability.

Attend IEP meetings as directed to report findings and recommendations; maintains regular contact with supervising OTR/L to review caseloads and services to students; attends staff meetings and assists with staff development; travels to schools as required.

Document therapy received and records progress; maintains a variety of service related logs; prepares reports in collaboration with the supervising OTR/L; organizes materials needed for therapy interventions.

Directly implement and educate classroom staff on the use of compensatory/ adaptive equipment /classroom modifications to increase student goal progression.

Participate in professional growth activities in special education and pediatric occupational therapy as appropriate. Work cooperatively with personnel from other agencies providing services to the student or family, as directed

MINIMUM QUALIFICATIONS:

- Associate of Science degree or higher from an accredited college or university with an educational program approved by CBOT and accredited by the American Occupational Therapy
- Association's Accreditation Council for Occupational Therapy Education (ACOTE).
- Pediatric experience preferred. School based experience preferred.

Licenses and Certificates:

The COTA must maintain certification with the California Board of Occupational Therapy throughout employment.

Valid certification issued by the National Board for Certification of Occupational Therapy (NBCOT).

Valid California driver's license.

Valid First Aid and CPR Certificate issued by an authorized agency.

Knowledge of:

- Occupational therapy materials, procedures, and methodologies;
 - Typical child development;
 - Disorders and conditions that may impact occupational performance;
 - Screening and assessment tools;
 - Appropriate data collection procedures;
 - Scheduling of student services to meet IEP requirements;
 - Working with students individually and in a group;
 - Effective oral and written communication skills to appropriately interact with students, parents, supervisors, school staff, and community agencies;
 - Behavior management strategies and techniques.
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- 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.
- Recordkeeping and report preparation techniques.

Physical Requirements:

- Sit at a desk, table, on low chairs, on the floor, or in classrooms of various configurations for extended periods of time;
- Vision ability for both close and distant objects;
- Manual dexterity needed to perform assigned tasks;
- Ability to move on uneven surfaces;
- Ability to stoop, kneel, crouch, crawl, climb, balance, push wheelchairs, and pull wagons;
- Ability to lift up to 25 pounds to shoulder height and 50 pounds to waist height.