

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: Certified Occupational Therapy Assistant (COTA)

BASIC FUNCTION:

Under the direction of an assigned Director, provide direct and consultative occupational therapy services to designated students according to goals contained in an individualized education plan (IEP) or 504 plan.

ESSENTIAL 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.

Assist with the development of the occupational therapy intervention plan as part of the IEP process; assists with data collection and assessments with established service competency documented.

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.

Provide direct individual or group therapy; provides assistance and training to school staff through consultation.

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.

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.

Operate a variety of classroom and office equipment including a computer and assigned software; operate copier, paper cutter, laminator and other office equipment as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Child growth and development
Common disabling conditions of children
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.
Modern office practices, procedures, and guidelines.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience, and courtesy.
Oral and written communication skills.
Operation of a computer and assigned software.

ABILITY TO:

Design and implement appropriate intervention strategies.
Perform special handling of physically disabled children and adolescents which requires strength and dexterity.
Gather data as assigned.
Prepare and maintain accurate and complete records, files, and reports.
Plan and organize work.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Work confidentially with discretion.
Maintain consistent, punctual and regular attendance.
Use a telephone and email to exchange information.
Read to obtain information.
Operate a computer keyboard.
Participate in continuing education opportunities to maintain licensing and certification requirements and to enhance knowledge of pediatric occupational therapy.
Interpret, apply, and explain applicable laws, codes, rules, regulations, policies, and procedures.
Hear and speak to exchange information in person or on the telephone.
See to read a variety of materials.
Move hands and fingers to operate a computer keyboard.

EDUCATION AND EXPERIENCE REQUIRED:

Equivalent to graduation from high school and one year experience in occupational therapy or related field.

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 OTHER REQUIREMENTS:

Valid Occupational Therapy Assistant Certification from the California Board of Occupational Therapy (CBOT)

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.

Floor-lift 50 pounds and arm-lift 50 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom and playground environment.

HAZARDS:

Abusive and potentially harmful outbursts from students. Personal transportation for job related travel.