

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CERTIFICATED OCCUPATIONAL THERAPY ASSISTANT (COTA)

BASIC FUNCTION:

Under the direction of an assigned Director or designee, assist Occupational Therapist (OTR/L) staff in identifying and assessing student's level of functioning relative to their age and educational placement in such areas as postural control, fine motor skill development, visual perception, visual motor integration, graphomotor and sensory motor integration in the school setting.

ESSENTIAL FUNCTIONS:

Provide occupational services, as identified through the IEP/504 plan, to students enrolled in the educational programs of Elk Grove Unified School District.

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.

Collaborates with supervising OTR/L to review caseloads, goals, and services provided to students; attends staff meetings and assists with staff development; travels to schools as required.

Provides direct/consult individual, group, or whole class OT services. Consults with other members of the educational team regarding the mandated and best practice roles of occupational therapists.

Documents services received and records progress; organizes materials needed for therapy interventions.

Participate in professional growth activities in special education and pediatric occupational therapy

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:

Intellectual, sensory, and physical development of children and young adults.

Educational and developmental needs of children and young adults.

Theory of physical and mental rehabilitation underlying the practices of occupational therapy.

Principles, methods, and objectives of occupational therapy treatment, services, techniques of skeletal anatomy, neuromuscular function, and dysfunction; kinesiology and occupational therapy modalities.

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Principles of consultation and training.

Sensitivity to the needs of children and parents of different ethnic, cultural, language, educational, and economic backgrounds.

Effective work strategies including flexibility, good organization skills, time management, and ability to work independently and prioritize multiple work tasks.

ABILITY TO:

Design and implement appropriate intervention strategies.

Gather data on a regular basis.

Prepare and maintain accurate and complete records and files.

Plan and organize work.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Maintain consistent, punctual, and regular attendance.

Effectively operate keyboard equipment.

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.

Effectively communicate orally and in writing to exchange and understand information.

Apply occupational therapy techniques utilized in the assessment and treatment of children with disabilities.

Accurately assess the developmental status and educational needs of children and young adults.

Identify and analyze areas of developmental sensory-motor dysfunction.

Develop and implement treatment plans, goals, and objectives to correct sensory motor dysfunction.

Work as a member of an IEP/504 Team, using current best practice clinical skills.

EDUCATION AND EXPERIENCE REQUIRED:

High School diploma or equivalent and one year experience in occupational therapy or related field as a Licensed and Certified Occupational Therapy Assistant.

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 and school-based experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid Occupational Therapy Assistant license 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 and current automobile insurance.

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

WORKING CONDITIONS:

Able to commute to multiple sites using personal transportation.

ENVIRONMENT:

Able to successfully navigate through and function in various dynamic and sometimes challenging environments.

BOARD APPROVED: May 16, 2023