

COTATI-ROHNERT PARK UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)
SEIU

DEFINITION OF POSITION

Under the direction and supervision of an Occupational Therapist (OT), the Certified Occupational Therapy Assistant (COTA) assists in providing 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.

EXAMPLES OF DUTIES

- Assist with occupational therapy screening, assessment, and provision of services.
- Implement services as outlined in IEP, 504, and SST plans.
- Assist the OT with documentation, material preparation, and clerical tasks.
- Maintain regular contact with supervising OT to review caseloads and services to students.
- Prepare occupational therapy materials for use in the classroom and therapy sessions.
- Adapt or individualize instructional materials for teacher use in the classroom.
- Assist in maintaining student records, collecting data, and preparing reports.
- Assist in organizing classrooms to facilitate student access to the environment.
- Write therapy notes and document progress on goals.
- Prepare reports in collaboration with the supervising OT.
- Attend staff/department meetings and assist with staff development.
- Participate in professional growth activities in special education and pediatric occupational therapy.

DESIRABLE QUALIFICATIONS

Knowledge Of:

- Occupational therapy materials, procedures, and methodologies;
- Typical child development;
- Disorders and conditions that may impact occupational performance;
- Appropriate data collection procedures;
- Working with students individually and in a group setting;
- Behavior management strategies and techniques;
- Theory and practice of occupational therapy as it relates to children and adolescents;
- Special education law relative to occupational therapy services;
- Screening and assessment tools to assess student's skills and abilities in the following areas:
 - Fine motor function
 - Gross motor function
 - Oral motor
 - Sensory regulation and processing

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- Motor planning
- Activities of daily living
- Postural stability

Ability To:

- Attend IEP meetings under the supervision of a licensed occupational therapist to report findings and recommendations;
- Document therapy received and record student progress. Maintain a variety of service related logs;
- Directly implement and educate classroom staff on the use of compensatory/adaptive equipment/classroom modifications to increase student goal progression;
- Communicate clearly and professionally, both verbally and in writing, with staff, parents, students, and external partners;
- Maintain confidentiality and handle sensitive information with discretion;
- Work both independently and collaboratively with school leadership, teachers, and support staff;
- Take initiative and assume responsibility;
- Work independently with minimum supervision and self-motivation;
- Work in a positive manner with students and staff members, while exhibiting patience and compassion;
- Travel to school sites as required, using their own vehicle.

EXPERIENCE/EDUCATION

Associate of Science Degree or higher from an accredited college or university with an educational program approved by California Board of Occupational Therapy and accredited by the American Occupational Therapy Association. Accreditation from the Accreditation Council for Occupational Therapy Education. Pediatric experience preferred. School based experience preferred.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may occasionally encounter outside weather conditions, walking on uneven ground when outdoors; exposure to student illness, injuries, infections and bodily fluids. May be required to maneuver into awkward positions. The noise level in the work environment is usually moderate.

Sitting: Frequently

Standing/walking: Frequently

Waist bending: Frequently

Neck bending: Frequently

Squatting: Occasionally

Climbing: Occasionally

Kneeling: Occasionally

Crawling: Occasionally

Neck twisting: Occasionally

Waist twisting: Occasionally

Pushing/pulling: Frequently

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Running: Occasionally

Reaching:

Above shoulder: Frequently

Below shoulder: Frequently

Lifting/Carrying:

0-10 lbs: Frequently – weights carried 50 to 100 feet at a time

11-25 lbs: Occasionally – weights carried up to 100 feet at a time

26-50 lbs: Occasionally – weights carried from 10 to 100 feet at a time

51+ lbs: Rarely

Hand Activities:

Repetitive hand use: Frequently

Simple grasping: Frequently

Power grasping: Frequently

Fine manipulation: Frequently

Hand and arm twisting/turning: Frequently

Computer operations/writing: Frequently

OTHER REQUIREMENTS

- Maintain certification with the California Board of Occupational Therapy throughout employment
- Valid certification issued by the National Board for Certification of Occupational Therapy
- Valid California driver's license
- Valid First Aid and CPR certifications issued by an authorized agency
- Fingerprint clearance prior to employment
- TB clearance prior to employment
- Compliance with current health mandates
- Completion of mandated trainings

BOT 10/15/2024