

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES: The position of Occupational Therapy Assistant assists the registered Occupational Therapist. An Occupational Therapy Assistant provides direct services to assist individuals with conditions which are mentally, physically, developmentally, or emotionally disabling; to benefit from their Individual Educational Program (IEP). The COTA also assists the OTR in the procurement, preparation, and maintenance of materials and supplies.

SUPERVISOR: Director of Special Education and Special Programs

TYPICAL DUTIES:

- Assists the Occupational Therapists for the purpose of evaluating students' needs as a basis for treatment planning.
- Coordinate and implement plan directly under the supervision of the registered occupational therapist.
- Coordinates activities for the purpose of following intervention plans, including measurable goals and objectives with strategies for meeting them. Utilize treatment modalities correctly and appropriately given established treatment goals.
- Assist the OTR with ongoing treatment planning, IEP reports, and periodic reports of progress.
- Maintains and follows through on plans for the purpose of assisting in the training of students, family, and staff in the use of adaptive equipment designed to assist students in self care and academic activities. Follows through on plans to maintain and enhance the performance of students in their natural environments.
- Assists in developing transition plans for students moving to other environments.
- Works cooperatively with the OTR and classroom personnel in providing services to the student or family.
- Monitors students and documents for the purpose of coordinating activities with other members of the instructional team.
- Collaborates in developing recommendations for protocol procedures.
- Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the Occupational Therapist with evaluation results, treatment and follow-up, submitting these and other required reports in a timely fashion.
- Responsible for daily scheduling for the purpose of organizing own time effectively and with

good judgment. Organize equipment and educational material for the classroom and home programs, supporting the student's OT IEP goals. Participates in professional growth activities in special education.

- With Occupational Therapy staff, assists in providing inservice to staff and/or parents regarding general OT issues.
- Adheres to policies and procedures of Rocklin Unified School District and Placer/Nevada SELPA.

EMPLOYMENT STANDARDS:

Associate of Arts degree.

Graduation from an approved program for occupational therapy assistants.

Two years experience preferable as a certified occupational therapy assistant with a primary focus on pediatric clients.

Experience working in a public school classroom.

CPR certification and basic signing skills preferred.

Possession of a valid California driver's license.

DESIRABLE QUALIFICATIONS:

Skills and ability to:

Implement intervention plans.

Follow oral and written directions.

Document student response to interventions.

Organize and maintain materials and supplies.

Communicate clearly and concisely both verbally and in writing.

Work effectively with education colleagues.

Function as a positive, contributing member of an educational team.

Schedule a number of activities.

Gather, collate, and/or classify data.

Coordinate a number of factors in the use of equipment.

Work flexibly with others under a variety of circumstances.

Analyze data utilizing defined but different processes

Operate equipment using various methods of operation.

Work with a diversity of individuals and/or groups.

Work with data of different types and/or purposes.

Utilize a variety of job related equipment.

Problem solve in analyzing issues, creating plans of action and reaching solutions.

Knowledge of:

Child growth and development.

Common disabling conditions of children.

Theory and practice of occupational therapy as applied to infants, children and youth.

Strategies and methodologies in educational settings.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category III

1. Positions in this category require ability associated with prolonged periods of heavy physical labor.
2. Position regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.
3. Great physical demand for strength and endurance.
4. Requires heavy physical effort such as lifting over 50 pounds on continuous basis.
5. Physical functions involve heavy physical exertion.
6. Lifting over 50 pounds or carrying any object over 25 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment

Approved: May 15, 2002