

RIVER DELTA UNIFIED SCHOOL DISTRICT
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (C.O.T.A)

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

The Classified job of Certified Occupational Therapy Assistant (COTA) was established for the purposes of providing occupational therapy and evaluations/consultations to meet students educational needs; communicating with Occupational and Physical Therapists; training staff in the use of materials and equipment; and providing direct occupational therapy services to eligible students within the District.

SUPERVISION RECEIVED AND EXERCISED

Works in concert with the occupational therapist (who oversees the OT program) and receives general direction from the Director of Educational Services and Special Education.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assesses students fine motor/vision motor functioning (after service competency has been demonstrated to OTR supervisor) for the purposes of determining their deficits and developing recommendations.
2. Attends professional development trainings for the purpose of improving occupational therapy skills as required by the district and certifying bodies.
3. Collaborates with teachers, parents, and/or other personnel for the purpose of providing requested information, developing plans for services and/or making recommendations.
4. Implements therapeutic activities and instructs students teachers parents and other involved persons (e.g. Positioning, adjusting special equipment, etc.) for the purpose of providing appropriate care to students and/or supporting the students' IEP plan.
5. Keeps log with COTA/OTR supervisor signatures for the purpose of documenting OTR supervision as required by district special education procedures and occupational therapy rules and regulations.
6. Prepares a wide variety of written materials (e.g. Draft evaluation findings, observations, proposed occupational therapy IEP goals, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
7. Provides classroom staff and/or parents with ideas for the purpose of improving fine motor/visual motor functioning of student.
8. Provides direct and/or consultative occupational therapy services to students with educational occupational therapy needs for the purpose of ensuring compliance with established practices and procedures.
9. Transports self between multiple sites within the district for the purpose of providing educational occupational therapy to students. Drivers license and personal vehicle required.
10. Performs other related duties as assigned.

QUALIFICATIONS

Skills, Knowledge, and Abilities:

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include; adhering to safety practices; operating

equipment used in Occupational Therapy; and preparing and maintaining accurate records. Current California C.O.T.A. certification required.

KNOWLEDGE is required to perform basic math, including calculations using fractions, precents and/or facilitate group discussions; and solve practical problems. Specific knowledge based-competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; California Occupational Therapy rules and regulations; and basic child development theory and principles.

ABILITY is required to schedule activities, meetings, and/or events; gather; collaborate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also used to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of work-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; working as a part of a team; communicating with diverse groups; and displaying mechanical aptitude. Driver's License and personal vehicle required.

WORKING CONDITIONS

Environmental Conditions:

Office/school environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary to sitting for prolonged periods of time.

JOB PROFILE:

Work Year: 9 months

Salary: Classified Range X