CERTIFIED OCCUPATIONAL THERAPY ASSISTANT I & II

General Purpose:
A Certified Occupational Therapy Assistant (COTA) is responsible to the County Superintendent and works under the direct supervision of the Executive Director, Special Education. The Certified Occupational Therapy Assistant assists the registered Occupational Therapist (OTR) and provides direct services to assist individual with conditions which are mentally, physically, developmentally, or emotionally disabling; to benefit from their basic educational program. The COTA also assists the OTR in the procurement, preparation and maintenance of materials and supplies.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

Certified Occupational Therapy Assistant I
- Assists the Occupational Therapists for the purpose of evaluating student’s needs as a basis for treatment planning, and in developing transition plans for students moving to other environments.
- Coordinates activities for the purpose of following intervention plans, including measurable goals and objectives with strategies for meeting them.
- 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.
- Monitors students and documents for the purpose of coordinating activities with other members of the instructional team. Collaborates in developing recommendations for protocol procedures; works cooperatively with the OTR and classroom personnel in providing services to the student or family.
- Monitors OT budget as appropriate, maintains departmental educational handouts and Placer County Office of Education forms, as well as orders, organizes and maintains supplies.

Certified Occupational Therapy Assistant II
- All COTA I Essential Functions and Responsibilities.
- Orients and supports the COTA I’s for the purpose of monitoring the Special Education activities and skills that have been established.
- 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; assess and gather comprehensive student information; assists the OTR with ongoing treatment planning, Individualized Education Program (IEP) reports and quarterly reports. Utilize treatment modalities correctly and appropriately given established treatment goals.
- Provides annual in-service to PCOE or district employees regarding general OT issues.
- Instructs family and or staff in appropriate student activities to support OT IEP goals.
- Organizes equipment and educational material for the classroom and home programs, supporting the student’s Occupational Therapy IEP goals.
Minimum Qualifications:

Employment Eligibility:
- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:
- Graduation from an approved program for Certified Occupational Therapy Assistants.

Experience:
Certified Occupational Therapy Assistant I
- One year of experience as a Certified Occupational Therapy Assistant with a primary focus on pediatric clients.
- Experience working in a school classroom or similar setting is desired.

Certified Occupational Therapy Assistant II
- Two years of experience as a Certified Occupational Therapy Assistant working in a school classroom or similar setting.
- One year experience as a Placer County Office of Education COTA I.

Knowledge, Skills and Abilities:
- Knowledge required to perform basic math including calculation of fractions, percents and/or ratios.
- Knowledge required to interpret written procedures, complete routine reports, speak clearly and understand multiple step instructions.
- Specific knowledge required to satisfactorily perform the functions of the job includes: 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 educational settings.
- Skills required to implement intervention plans and follow oral and written directions.
- Skills required to document student response to interventions.
- Skills required to organize and maintain materials and supplies.
- Skills required to communicate clearly and concisely both verbally and in writing.
- Skills required to work effectively with education colleagues.
- Skills required to function as a positive, contributing member of an educational team.
- Ability to schedule a number of activities; often gather, collate, and/or classify data; and coordinate a number of factors in the use of equipment.
- Flexibility required to work with others under a variety of circumstances; analyze data utilizing defined processes; and operate equipment using various methods of operation.
- Ability to work with a diversity of individuals and/or groups; work with data of different types and/or purposes; and utilize a variety of job related equipment.
- Ability to problem solve to analyze issues, create plans of action and reach solutions; with data it is moderate; and with equipment it is moderate.

Required Testing:
Certified Occupational Therapy Assistant I
- None

Certified Occupational Therapy Assistant II
- Pass an assessment test/panel evaluation.
Certificates & Licenses:
- Must possess a valid California driver’s license issued by the State Department of Motor Vehicles.
- Possession of current certification as a Certified Occupational Therapy Assistant from the National Board of Certification of Occupational Therapists and current license from the California Board of Occupational Therapy.

Clearances:
- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:
- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:
- Ability to lift 25 lbs. maximum and carry any object weighing up to 15 lbs.
- Mental acuity to: assist in the management of these programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, laws and codes, rules, policies and other printed matter and computer screens and print-outs.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- Manual dexterity to dial a telephone and enter data into a computer.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings.
- Facility to drive a car.
- Facility to determine and differentiate colors.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 29.0 Occupational Therapy Assistant I
            31.0 Occupational Therapy Assistant II

Reviewed and Approved:

Supervisor: _________________________________       Date: ____________________
Human Resources: ___________________________           Date: ____________________