



CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

Position Summary

The Certified Occupational Therapy Assistant (COTA) assists in the implementation of intervention services under the guidance of a licensed occupational therapist. The occupational therapy assistant works with students identified with having disabilities that interfere with their ability to fully participate in their educational programs, including daily life activities and other school occupations.

The COTA works under the guidance of the Occupational Therapist (OT). Using the OT's evaluation results and under their direction, the COTA plans and carries out activities and interventions to meet student/child needs. The COTA consults with the OT and other departmental staff regarding student progress, care and maintenance of equipment and supplies. The OT defines the level of guidance required in the work environment according to state licensing board standards.

Supervisory Relationship

This position reports to the Director of Educational Support Services.

Essential Functions

1. Supports and assists the OT's evaluation of students' abilities through a variety of functional, behavioral, and standardized assessments, observations, data collection, checklists and interviews with family, student, and educational personnel.
2. Contributes to the development of individualized occupational therapy (OT) intervention plans. Participates in planning and program development with the instructional team.
3. Based on the intervention plan, selects and implements therapeutic interventions to enhance student performance.
4. Based on the intervention plan, adapts the process and modifies the environment, including equipment and materials.
5. Explains intervention techniques to student and educational personnel.
6. Continuously monitors student progress, the effects of intervention techniques, and the need for continuation, modification, or removal of services, and communicates this information to the OT.
7. Documents OT intervention services and maintains administrative records in accordance with state guidelines and school policy.
8. Contributes information to multi-disciplinary teams.
9. Maintains inventory of therapeutic equipment and projects needs for budget planning.
10. Manages time well and performs other duties as assigned.
11. Maintains regular and prompt attendance.
12. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Successful experience in working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community.
2. Able to work with and lead students in groups and individual activities.
3. Able to work collaboratively and effectively with staff, students, parents, volunteers, and community members.
4. Ability to select, adapt, and sequence relative strategies and purposeful activities that support intervention goals.
5. Skill in effective oral and written communication.
6. Ability to prepare and maintain accurate records and progress notes, using office and computer equipment, standard software, and student information system software.
7. Able to protect the confidentiality of student information, consistent with Federal Educational Rights and Privacy Act requirements.

Minimum Qualifications

1. Successful completion of an associate's degree in an Occupation Therapy Assistant program.
2. Meet state license/certification requirements.

Work Environment

The COTA may work in multiple school settings, including elementary, middle, high, and alternative programs.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 14 - Classified 192
Approved by	Cydney Vandercar, Asst Superintendent Administrative Services
Last revised	May 2018