



Job Title: CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

Definition:

Under the supervision of Occupational Therapist(s) and the Executive Director of Student Support Services, the COTA will provide direct occupational therapy services to students in accordance with their Individualized Education Plan (IEP) goals or intervention plans. The COTA will provide appropriate intervention services to assist students in acquiring functional performance skills in order to function independently. The COTA will also maintain service logs and records, and prepare a variety of reports. This is an itinerant position.

Essential Functions:

- Prepare work area and material for use.
- Accompanies student(s) from the classroom to the service area and prepares classroom for service delivery.
- Assists with development and implementation of treatment plans for students who receive OT services.
- Accurately collects and records various forms of data.
- Assists Occupational Therapists with developing and implementing treatment, therapeutic activities, and related plans, goals and objectives to improve student functioning in the educational program.
- Conduct occupational therapy services in small groups or individuals, with students served through an IEP or 504 plan.
- Participates in professional development and in-service training programs as assigned.
- Assists with data collection and assessments as well as helping to develop the occupational therapy intervention plan as part of the IEP process.
- Review reports from health care providers, parents, and District staff to assist in determining the most appropriate occupational therapy services.
- Articulate occupational therapy goals to other District staff and family members, and clarify as needed.
- Provide assistance to other District staff as a member of the team through training and consultation.
- Assists the Occupational Therapist in the assessment of students.
- Reevaluates students occupational therapy plans on a regular basis and maintains progress on student records.
- Perform initial and follow up correspondence and activities through email or in person with staff, parents and medical personnel.
- Maintains the confidentiality of information pertaining to students and their families.
- Engages in various clerical tasks, including logging, filing and copying.
- Participates in classroom activities and conferences as requested by the occupational therapist.
- Performs other related duties as needed.

Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

Experience and Education:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Associates degree from an ACOTE-accredited program (Accreditation Council for Occupational Therapy Education).

Pass COTA certification exam administered by NBCOT (National Board of Certification in Occupational Therapy)



COTA Certification

Must be licensed/certified and in good standing in the state of California. Or, Bachelor's Degree in occupational therapy or completion of a college-based occupational therapy assistant certificate program; or required education as designated by the State licensing board or other regulatory agency. Must be licensed/certified and in good standing in the state of California.

Licenses and other Requirements:

Valid California driver's license and availability of private transportation

Possession of valid first aid and CPR certificates

Mental Demands

Language Skills:

Ability to: read and understand technical procedures or instructions; write routine reports, correspondence and procedures, using correct English usage, grammar, punctuation, spelling and vocabulary; communicate effectively in English, with others including employees, students, and the general public.

Mathematical Skills:

Ability to: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability:

Ability to: solve practical problems and deal effectively with a variety of situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities:

Demonstrate knowledge of:

District administrative policies, organization, and operation.

Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.

State and Federal laws and regulations governing the special education department.

Fundamental principles and accepted trends in the field of school occupational therapy

Typical disabilities, developmental levels and characteristics of students with special needs in the elementary schools.

Knowledge of occupational therapy equipment, materials and procedures used in the educational system.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Demonstrated abilities to:

Plan, organize and conduct an occupational therapy program for physically, cognitively and/or emotionally involved children with consideration of I.D.E.A., N.C.L.B., and Section 504.

Physical ability sufficient to perform the essential functions of this position.

Work independently.

Use a variety of current methods, techniques, and practices in occupational therapy.

Communicate effectively with elementary special needs children.

Understand the physical, intellectual, social and emotional growth patterns of students.

Establish and maintain effective working relationships with those contacted in the course of work.



Physical Requirements:

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 individual with disabilities to perform the essential functions.

Body Movement:

Ability to conduct verbal conversation.

Ability to hear normal range verbal conversation (approximately 60 decibels).

Ability to sit, stand, stoop, kneel, bend, walk, and jump.

Ability to sit for sustained periods of time.

Ability to kneel or squat for extended periods of time.

Ability to climb slopes, stairs, steps, ramps and ladders.

Ability to sustain strenuous manual labor for 8 hours.

Ability to exhibit full range of motion for:

- Shoulder external rotation and internal rotation.
- Shoulder abduction and adduction.
- Elbow flexion and extension.
- Shoulder extension and flexion.
- Back lateral flexion.
- Hip flexion and extension.
- Knee flexion.
- Able to demonstrate manual dexterity necessary to assist students with physical needs.
- Able to maintain confidentiality in accordance with federal regulations.
- Ability to carry 40 lbs.

Lifting Requirements:

Employees assigned to this classification must be able to lift, carry and/or move objects weighing up to 40 pounds.

Vision Requirements:

Ability to: see clearly at 20 inches or less, identify and distinguish colors, adjust the eye to bring an object into sharp focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment:

School site environment; subject to frequent interruptions, demanding timelines and contact with employees and the public.

Exposures, Risks and Hazards:

Normal risks and hazards associated with operating computers and computer-related equipment.



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days. Medically verified positive skin test results require a chest x-ray.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER