

# **UNION SCHOOL DISTRICT**

## **CLASS TITLE: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)**

### **BASIC FUNCTION:**

Under the direct supervision of the Occupational Therapist, the Certified Occupational Therapy Assistant provides therapy services to special education students in classrooms at various school site locations. This position will assist the Occupational Therapist on a day-to-day basis and will perform services to students as outlined in the treatment plans.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

1. Responds to requests for services from classroom teachers;
2. Assists the Occupational Therapist with data collection and various assessment instruments;
3. Assists the Occupational Therapist in the development of treatment goals for students;
4. Implements intervention plans as outlined by the Occupational Therapist;
5. Utilizes intervention tools and materials under the direction of the Occupational Therapist;
6. Collaborates with health care team, teachers, students, and parents;
7. Maintains equipment and supplies;
8. Maintains student records and files;
9. Attends meetings.

#### **OTHER DUTIES:**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **JOB REQUIREMENTS:**

1. Experience implementing occupational therapy intervention plans;
2. Skill in the implementation of occupational therapy plans; utilizing various assessment instruments;
3. Knowledge of strategies and tools used in the implementation of occupational therapy plans;
4. Ability to communicate effectively in verbal, written and manual communication form, establish and maintain effective working relationships, meet established deadlines, work on a variety of tasks simultaneously, work independently, work at a variety of locations;
5. Physical Abilities include sitting for extended periods, talking/hearing, fine manual dexterity, near/far visual acuity/depth perception/color vision/field of vision.

## **MINIMUM QUALIFICATIONS:**

One (1) year full-time experience implementing occupational therapy intervention plans.

Verifiable, supervised experience as a volunteer in a school or related organizational activity may be substituted for the work experience on an equal time basis; 2. Possession of a valid certificate by the American Occupational Therapy Certification Board as a Certified Occupational Therapy Assistant; 3. Possession of a high school diploma (or its equivalency) or higher or possession of a GED.

**DESIRED QUALIFICATIONS** 1. Demonstrated experience utilizing pediatric sensory-integration techniques; 2. One (1) year of full-time employment experience in a California school district or County Office of Education.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

School environment

### **PHYSICAL DEMANDS:**

Hearing and speaking to exchange information;

Sit, stand, stoop, kneel, bend and walk;

Lift up to 20 pounds;

Carry up to 20 pounds;

Dexterity of hands and fingers to operate therapy equipment;

Reaching overhead, above the shoulders and horizontally to utilize therapy equipment;

Sitting or standing for extended periods of time while working with students;

Bending at the waist, kneeling or crouching to assist students;

Carrying, pushing or pulling wheelchairs, mobility toys and other equipment;

Lifting and carrying moderately heavy objects and adaptive equipment.

STEP 717

### **Disaster Service Worker**

*CA Government Code 3100.* It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.