



Job Description

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| POSITION TITLE: | Certified Occupational Therapy Assistant/COTA Special Education | #2239 |
| SALARY PLACEMENT: | CSEA 1 Salary Schedule Range 007 | |

MINIMUM QUALIFICATIONS-EDUCATION AND/OR TRAINING:

Associate of Arts Degree or equivalent. Occupational Therapy Assistant Certification. One year of successful full-time experience implementing occupational therapy intervention plans.

DESIRABLE QUALIFICATIONS-EDUCATION AND/OR TRAINING:

Experience working with children with disabilities in a school setting, formal training in sensory integration theory and treatment techniques, and experience working as a member of an interdisciplinary team including working collaboratively with families.

SKILLS AND ABILITIES:

Knowledge of intellectual, sensory, and physical development of young children; applicable treatment modalities and theory for the pediatric population; recordkeeping procedures; knowledge of autism spectrum disorders and implications for occupational therapy; and theory and practice of occupational therapy as applied to infants, children, youth, and adults. Possess a valid California Driver's License and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier.

SUMMARY OF POSITION:

Under supervision of the Occupational Therapists, the COTA will provide therapy services to special education students' ages 0-22 with disabling conditions in classrooms at various site locations. The COTA will assist the occupational therapist on a day-to-day basis and will contribute to developing treatment programs aimed at improving the identified areas of function as they relate to the child's educational needs. The COTA will perform services in accordance with the IEP goals and objectives. The COTA will collaborate with an interdisciplinary team to include teachers, specialists and parents as it relates to the student's educational needs/services/IEP.

ESSENTIAL FUNCTIONS:

1. Assists the Occupational Therapy Registered with data collection and various assessment instruments.
2. Assists the OTR with the development of treatment goals for students.
3. Implement intervention plans using tools and materials as outlined by the OTR.
4. Communicate effectively, orally and in writing, to parents, teachers, and program staff.
5. Maintains equipment and supplies.
6. Maintains student records and files.
7. Prepares records and reports.
8. Attends meetings as appropriate.
9. Provides training to classroom personnel in accordance with the IEP and under the direction of the OTR.
10. Travels to various school sites and other educational settings for the provision of OTR services.
11. Performs related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
6. Physical agility to lift and/carry up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, grasp, push, pull and move, climb stairs, walk, and to reach overhead.
7. Physical capacity to lift move, and position disabled persons up to age 22 whom may weigh 150 pounds or more.
8. Speak so that others may understand at normal levels and on the telephone.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a school environment, and come in direct contact with San Joaquin County Office of Education students, staff, district staff, and the general public.

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