

MOUNTAIN VIEW SCHOOL DISTRICT

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

DEFINITION

The job of Certified Occupational Therapy Assistant (COTA), under the direction of a registered Occupational Therapist (OT), was established for the purpose/s of providing direct and consultative occupational therapy services by utilizing specialized equipment and treatment techniques to designated students according to goals contained in an individual educational program (IEP) or 504 plan.

ESSENTIAL DUTIES

- Assist Occupational Therapist (OTR/L) staff in identifying and assessing students' skills and abilities in fine motor function, gross motor function, oral motor, sensory registration and processing, motor planning, activities of daily living, and postural stability.
- Assist with the development of the occupational therapy intervention plan as part of the IEP process; assist with data collection and administering assessments with established service competency documented.
- Provide direct, group, or consultative school-based services per student's individualized education plan or 504 plan that facilitate IEP goals and objectives.
- Adjust and modify treatments as needed during treatment sessions
- Utilize best practice and evidence-based therapeutic strategies in the school setting.
- Adapt school and classroom environments, tools, and materials under the supervision of the OT for the purpose of improving student function and facilitating student access to curricular and instructional activities.
- Monitor the use of adaptive equipment and other assistive technologies for the purpose of ensuring the appropriate use of functioning equipment and technology.
- Collaborate with the educational team, including occupational therapist, teacher, parents, and other service providers throughout the school year, and in preparation for annual and triennial review.
- Maintain treatment supplies and equipment in clean and proper working condition.
- Prepare written materials for documenting activities, progress, and conveying information.
- Assist in designing and implementing fine motor, gross motor, and sensory small group activities in designated special day classes and general education classes.
- Help with developing, creating, and distributing materials for students and classrooms.
- Operate a variety of classroom and office equipment including a computer and assigned software; operate copier, paper cutter, laminator and other office equipment as assigned.
- Participate in professional growth activities in special education and pediatric occupational therapy as appropriate.

- Perform other related duties as assigned for the purpose of meeting the needs of the Student Support Services department and the District.

QUALIFICATIONS

Knowledge of:

- Child growth and development
- Common disabilities and diagnoses among school age students
- Theory and practice of occupational therapy as it relates to children and adolescents in the school setting
- Occupational therapy strategies and methodologies in educational settings.
- Special education law relative to occupational therapy services.
- Recordkeeping and report preparation techniques.
- Modern office practices, procedures, and guidelines.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software and data management systems

Ability to:

- Design, implement, and modify appropriate intervention strategies.
- Work independently with minimal direct supervision;
- Effectively plan, prioritize and complete multiple tasks within reasonable time limits;
- Gather data as assigned.
- Administer standardized assessments as directed by the occupational therapist (OTR/L)
- Prepare and maintain accurate and complete records, files, and reports.
- Plan and organize work.
- Perform duties effectively and meet demanding schedules and timelines with frequent interruptions;
- Understand and accurately follow oral and written directions;
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Work confidentially with discretion.
- Maintain consistent, punctual, and regular attendance.
- Use a telephone and email to exchange information, responding in timely manner
- Participate in continuing education opportunities to maintain licensing and certification requirements and to enhance knowledge of pediatric occupational therapy.
- Interpret, apply, and explain applicable laws, codes, rules, regulations, policies, and procedures.
- Hear and speak to exchange information in person or on the telephone.
- Utilize computer, keyboard, mouse
- Monitor student progress
- Observe health and safety regulations
- Drive a vehicle to conduct work and provide own reliable transportation to school/work sites
- Understand and work within scope of authority, supervision, and defined guidelines

WORKING ENVIRONMENT

Classroom, playground, office, OT therapy room. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Potential hazards include abusive and potentially harmful outbursts from students and risks related to personal transportation for job related travel.

EDUCATION

Associate's degree in Occupational Therapy

EXPERIENCE

- Any experience working with children
- COTA experience in pediatric setting (fieldwork experience acceptable)
- Experience working collaboratively as member of team and working with families
- School-based experience highly preferred

LICENSES AND OTHER REQUIREMENTS

Valid Occupational Therapy Assistant Certification from the California Board of Occupational Therapy (CBOT)

Valid certification issued by the National Board for Certification of Occupational Therapy (NBCOT).

Valid California driver's license.

Valid First Aid and CPR Certificate issued by an authorized agency.

Floor-lift 50 pounds and arm-lift 50 pounds.

Board Approved: 4/7/2022