



# MOUNTAIN VIEW SCHOOL DISTRICT

## HUMAN RESOURCES

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### **REPOST**

### **To Create an Eligibility List/Open**

Applications with missing documents will be *disqualified*.

**POSITION:** Certified Occupational Therapy Assistant (COTA)  
**SALARY:** \$3,390.75 - \$3,910.50 per month  
**HOURS:** 6 hours per day / 10 months  
**CLOSING DATE:** Until Filled

#### **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:**

1. 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.
2. 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.
3. Provide direct, group, or consultative school-based services per student's individualized education plan or 504 plan that facilitate IEP goals and objectives.
4. Adjust and modify treatments as needed during treatment sessions
5. Utilize best practice and evidence-based therapeutic strategies in the school setting.
6. 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.
7. Monitor the use of adaptive equipment and other assistive technologies for the purpose of ensuring the appropriate use of functioning equipment and technology.
8. 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.
9. Maintain treatment supplies and equipment in clean and proper working condition.
10. Prepare written materials for documenting activities, progress, and conveying information.
11. Assist in designing and implementing fine motor, gross motor, and sensory small group activities in designated special day classes and general education classes.
12. Help with developing, creating, and distributing materials for students and classrooms.
13. 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.
14. Participate in professional growth activities in special education and pediatric occupational therapy as appropriate.
15. 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:

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

Ability to:

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

## **EXPERIENCE AND EDUCATION:**

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

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

Education:

Associate's degree in Occupational Therapy

## 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.

**HEALTH BENEFITS:** Classified Union Members receive \$6,300.10 per fiscal year toward the purchase of medical, dental, and vision coverage. Benefits for permanent part-time employees are prorated according to the number of hours worked per week.

**CONDITIONS OF EMPLOYMENT:** All employment offers are conditional, based upon the successful completion of the following: Drug screening, fingerprint/background clearance, and a tuberculosis clearance.

**APPLICATION PROCEDURE:** Applications with missing documents will be *disqualified*.

Interested applicants must submit the following to Ingrid Gonzalez, **Human Resources**.

1. Please read the job description prior to applying [COTA](#)
2. Application (apply online [www.edjoin.org](http://www.edjoin.org) OR you may pick up an application at Human Resources)
3. Resume
4. Copy of Associate's degree in Occupational Therapy
5. Valid Occupational Therapy Assistant Certification from the California Board of Occupational Therapy (CBOT)
6. Valid certification issued by the National Board for Certification of Occupational Therapy (NBCOT).
7. Valid California driver's license.
8. Valid First Aid and CPR Certificate
9. Two current letters of recommendation (*preferably by a Supervisor*)

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The Board of Education is determined to provide district employees, interns, volunteers, and job applicants a safe, positive environment where they are assured of full and equal employment access and opportunities, protection from harassment or intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law. This policy shall apply to all district employees and, to the extent required by law, to interns, volunteers, and job applicants.

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

1. Discrimination in hiring, compensation, terms, conditions, and other privileges of employment.
2. Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training.
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment.
4. Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
  - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status.
  - b. Religious creed discrimination based on an employee's religious belief or observance, including his/her religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement.
  - c. Disability discrimination based on a district requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity.
  - d. Disability discrimination based on the district's failure to make reasonable accommodation for the known physical or mental disability of an employee or to engage in a timely, good faith, interactive process with an employee, to determine effective reasonable accommodations for the employee, when he/she has requested reasonable accommodation for a known physical or mental disability or medical condition.

#### Contact Information for the Title IX Coordinator:

Roberto Lopez-Mena  
Assistant Superintendent of Human Resources  
3320 Gilman Road  
El Monte, CA 91732  
626-652-4046

Email: [rlopez-mena@mtviewschools.net](mailto:rlopez-mena@mtviewschools.net)