



PERSONNEL COMMISSION

Class Code: 3285
Salary Range: 24 (C1)

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

JOB SUMMARY

Under general supervision, provide occupational therapy services to special education students in accordance with Individualized Education Program (IEP) goals; assist in the case management of services to students; maintain records and documentation on students; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Provide occupational therapy services according to Individualized Education Program (IEP) goals and intervention plans developed for individual students. **E**
- Assess student physical abilities in an educational environment by gathering data in such areas as oral motor skills, sensory integration, motor planning, developmental function, self care, fine motor function, work behavior, endurance and postural tone. **E**
- Monitor student progress; prepare detailed records and reports concerning student progress and daily activities. **E**
- Assist with the development of therapy services such as adapting school and classroom environment and learning materials to improve student functioning and facilitate access to curricular and instructional activities; monitor the use of adaptive equipment. **E**
- Attend IEP meetings for assigned students; report findings and provide recommendations as approved by an Occupational Therapist; maintain confidentiality of sensitive and privileged information. **E**
- Provide assistance to educational staff through consultation, training and direct individual and group activities. **E**
- Explain and clarify occupational therapy goals and services to District staff, family members and personnel in other agencies. **E**
- Observe and control behavior and interaction of students according to approved procedures; utilize positive restraint techniques according to established procedures as necessary. **E**
- Individually or with the assistance of other staff members, lift and position students in and out of wheelchairs, braces and/or other orthopedic equipment. **E**
- Drive a vehicle to various sites to conduct work. **E**
- Administer first aid or necessary physical assistance to ill or distressed students. **E**

- Attend and participate in a variety of meetings, workshops and in-service trainings to maintain current knowledge of developments in the field of Occupational Therapy. ***E***

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Certified Occupational Therapy Assistant (COTA) participates and collaborates as a member of an educational team administering occupational therapy to identified students in special education programs in accordance with the mandates of the Individual with Disabilities Education Act. An incumbent works primarily with a professional Occupational Therapist and other staff as appropriate in the developing and providing services and activities suitable for individual student capabilities toward improvement of the student's academic achievement. An incumbent performs a variety of duties involving record keeping and preparing reports regarding the status and performance of assigned students.

EMPLOYMENT STANDARDS

Knowledge of:

General methods and techniques of individual and group occupational therapy.
Educational and medical applications of adaptive equipment.
Proper methods of lifting and positioning students in and out of orthopedic equipment.
Basic principles of child development and behavior.
Record keeping and report preparation techniques.
Laws, rules and regulations related to assigned program and activities.
Technical aspects of field of specialty.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Health and safety regulations.
First aid techniques.
Personal hygiene practices.

Ability to:

Provide occupational therapy services to special education students.
Demonstrate an understanding, patient and receptive attitude toward students.
Maintain records and prepare reports related to assigned students and activities.
Monitor and assist in evaluating student progress.
Monitor the use of adaptive equipment.
Motivate and encourage positive learning patterns and behavior to students with special needs.
Observe and manage behavior of students according to approved procedures.
Establish and maintain cooperative and effective working relationships with others.

Maintain confidentiality of sensitive and privileged information.
Administer first aid or necessary physical assistance to ill or distressed students.
Attend to hygienic and physical needs of students.
Lift and position students into and out of orthopedic equipment and adjust equipment.
Interpret, apply and explain laws, rules and regulations related to assigned activities.
Understand and work within scope of authority.
Observe health and safety regulations.
Demonstrate adaptability to changing circumstances and priorities within the learning environment.
Communicate effectively both orally and in writing.
Demonstrate confidence, tact, and the use of good judgement.
Plan and organize work.
Meet schedules and timelines.

Education and Training:

Associate of Arts degree from an accredited Occupational Therapy Assistant program.

Experience:

Six months of experience providing occupational therapy services to individuals in a structured environment.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

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

Valid license issued by the California Board of Occupational Therapy.

Possession of a valid California Class C driver's license at the time of appointment and the use of a personal automobile.

Bilingual Certification: Some positions in this class may require the ability to effectively communicate, both orally and in writing in a language other than English. The following are examples of languages, which may be desired for specific positions: Cantonese, Hmong, Khmer, Lao, Spanish, Tagalog, Thai, and Vietnamese. Selective certification in accordance with Education Code may be effected to meet this requirement.

WORKING ENVIRONMENT

Classroom environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Lifting and positioning of students weighing 40 pounds or less in wheelchairs or other equipment.

Two or more staff members will generally lift and position students weighing more than 40 pounds.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate adaptive equipment.

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

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA 9/30/99

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