

CERTIFIED OCCUPATIONAL THERAPY ASSISTANTORGANIZATIONAL RESPONSIBILITY

A Certified Occupational Therapy Assistant is responsible to the Director of Special Education or the Coordinator of Special Services and works under the direct supervision of a registered occupational therapist.

DISTINGUISHING CHARACTERISTICS

Working under the supervision of a registered occupational therapist (OT), a certified occupational therapy assistant (COTA) provides direct services to assist individuals with conditions which are mentally, physically, developmentally or emotionally disabling, to benefit from their basic educational program. The COTA also assists the OT in the procurement, preparation and maintenance of materials and supplies.

ESSENTIAL FUNCTIONS

Gathers data to assist in the evaluation of student needs as a basis for treatment planning.

Follows intervention plans including measurable goals and objectives with strategies for meeting them.

Coordinates activities with other members of the instructional team.

Implements plan under the supervision of the registered occupational therapist.

Monitors student and documents response for intervention. Consults with the OT regarding modification of strategies as directed to attain goals.

Maintains and assists in the training of students, family and staff in the use of adaptive equipment designed to assist students in self care and academic activities.

Follows through on plans to maintain and enhance the performance of students in their natural environments.

Documents evaluation results, treatment and follow-up, submitting these and other required reports in a timely fashion.

Collaborates in developing recommendations for protocol and procedures.

Assists in developing transition plans for students moving to other environments.

Works cooperatively with the OT and classroom personnel in providing services to the student or family.

Participates in professional growth activities in special education and in pediatric occupational therapy.

Performs other related duties as assigned.

QUALIFICATIONSKnowledge of:

Child growth and development; common disabling conditions of children; theory and practice of occupational therapy as applied to infants, children and youth; strategies and methodologies used in educational settings.

Ability to:

Implement intervention plans; follow oral and written directions; document student response to interventions; organize and maintain materials and supplies; communicate clearly and concisely both verbally and in writing; work effectively with education colleagues; function as a positive, contributing member of an educational team; assist in the management of these programs; interpret and implement rules relating to these programs; make policy decisions and evaluate results; make determinations relative to the effective performance of the tasks; sit at a desk, conference table or in meetings of various configurations for extended periods of time; see and read with or without vision aids: laws, codes, rules, policies and other printed matter including computer screens and print-outs; hear and understand speech at normal room levels and to hear and understand speech on the telephone; dial a telephone and enter data in a computer; speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings; drive a car; determine and differentiate colors; perform special handling of physically disabled children or youth; physically restrain children or youth; lift or move 50 pounds; access reliable transportation to and between assigned school sites during the school day.

Education

Associate of Arts degree. Graduation from an approved program for occupational therapy assistants.

License

Possession of a current certification as an occupational assistant issued by the American Occupational Therapy Association. Possession of a valid California Driver's License.