



PITTSBURG UNIFIED SCHOOL DISTRICT

CERTIFIED OCCUPATIONAL THERAPY

ASSISTANT (COTA)

CLASSIFICATION SPECIFICATION

DEFINITION:

Under the direction of an assigned supervisor, provide direct occupational therapy services to Special Education students in accordance with Individualized Education Plan (IEP) goals and intervention plans; assist in the case management of services to students, and maintain records and documentation of assigned students.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are distinguished by the assignment of duties which include:

EXAMPLES OF DUTIES:

- Assists Occupational Therapist in providing direct occupational therapy services to Special Education students in accordance with IEP goals and intervention plans
- Assist with assess student's physical abilities by gathering data in an educational environment in areas such as oral motor skills, sensory integration, motor planning, developmental function, work behavior, and endurance and postural tone
- Assist with the development of services, the adaptation of the school, classroom environment and school materials to improve student functions and facilitate access to curricular and instructional activities
- Assist in the case management of services to students; maintain records and documentation of assigned students; maintain status, progress and supervision notes, and annual reports for students
- Attend IEP meetings held for students and report findings and recommendations as approved by the Occupational Therapist; attend staff, training and other meetings as assigned
- Assist with providing assistance to educational staff as part of case management through consultation, training and direct individual and group activities
- Assists with explaining and clarifying occupational therapy goals and services to District staff, family members and personnel in other agencies
- Monitor the use of adaptive equipment; lift and position student(s) in and out of wheelchairs, braces and other orthopedic equipment
- Assist with designing computer activities for students requiring the use of assistive technology in order to participate in writing activities
- Operate computer and assigned software; a variety of equipment, machines and other tools to develop adaptive materials
- Perform other related duties as assigned

MINIMUM REQUIREMENTS:

KNOWLEDGE OF:

- Child development including development stages and body mechanics
- Individual and group occupational therapy
- Educational and medical applications of adaptive equipment
- Applicable laws, codes, rules and regulations related to assigned activities
- Sensory processing, postural reflexes, motor coordination, standardized tests, task analysis, technology and visual perceptual skills
- Generally accepted standards of health and sanitation
- Interpersonal skills including tact, patience and courtesy
- Record-keeping techniques

ABILITY TO:

- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Interpret, apply and explain treatment approaches and rationale to IEP team members
- Motivate and encourage positive learning patterns and behavior to students with disabilities and special learning needs
- Drive a vehicle to various sites to conduct work
- Lift and position students into and out of orthopedic equipment and adjust equipment as needed
- Work independently with little direction

TRAINING AND EXPERIENCE:

- High School Diploma or GED required.
- Successful completion of a Certified Occupational Therapy Assistant program
- Two (2) years of paid or volunteer experience working with children with special needs in an educational setting is desirable.
- Any combination equivalent to: associate's degree and successful completion of a Certified Occupational Therapy Assistant program and one year experience providing occupational therapy services to children of varying ages.

LICENSES AND OTHER REQUIREMENTS:

- Current certification from the National Board of Certification in Occupational Therapy (NBCOT), or
- Valid license by the California Board of Occupational Therapy
- Valid California driver's license
- Valid First Aid and CPR certifications issued by an authorized agency preferred

WORKING CONDITIONS:**ENVIRONMENT:**

- Office, classroom and other educational environments
- Fast-paced work environment

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information
- Seeing to monitor students and read a variety of materials
- Sitting or standing for extended periods of time
- Lifting, pushing and/or pulling up to 50 pounds (and occasionally up to 100 pounds)
- Bending at the waist, kneeling or crouching to assist students
- Dexterity of hands and fingers to operate a computer keyboard

HAZARDS:

- May be required to work around foul odors
- Contact with dissatisfied or verbally abusive individuals

TERMS OF EMPLOYMENT:

Work Year: 10 Months (195 days)
Salary Schedule: Classified – CSEA Range 38

Board Approval Date: May 27, 2020