CLASS TITLE: CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT (COTA)

BASIC FUNCTION:
Under the general supervision of an assigned Licensed Occupational Therapist, assists in providing occupational therapy services to students as part of a collaborative team.

DISTINGUISHING CHARACTERISTICS:
Under the Individual with Disabilities Education Act (IDEA) School-Based Occupational Therapy services assist special education students to function within their educational environment and achieve their IEP goals.

A School-Based Certified Occupational Therapy Assistant assists an Occupational Therapist in providing occupational therapy services to students.

REPRESENTATIVE DUTIES:
Assists Occupational Therapist in providing occupational therapy services to students;  
Assists the Occupational Therapist in conducting assessments;  
Assists in data collection;  
Assists in development of intervention plan and treatment goals;  
Assists in carrying out treatment plan;  
Assists in adapting environment, tools and materials;  
Maintains required records and documents;  
Attends IEP meetings to report student progress;  and 
Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:  
Fundamental principles and accepted trends in the field occupational therapy;  
Physical, intellectual, social and emotional growth patterns of students; and  
Best practice methods and techniques in occupational therapy.

ABILITY TO:  
Use a variety of the best practice methods and techniques in occupational therapy;  
Communicate effectively orally and in writing;  
Maintain confidentiality and exercise discretion in the use and disclosure of information;
Use and care for the materials, supplies and equipment employed in performing occupational therapy assistant services;
Meet work schedules and timelines; and
Work effectively with staff, students, parents and the public.

REGISTRATION AND LICENSE REQUIREMENTS:
Valid license by the California Board of Occupational Therapy; Valid Driver’s License; and access to an automobile.

EDUCATION AND EXPERIENCE:
EDUCATION:
Graduation from an accredited college with an AA or AS degree or equivalent in an Occupational Therapy Assistant program.

EXPERIENCE:
Paid experience in providing occupational therapy services to children with disabilities ages zero to 22 is desirable.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside and outside environmental conditions; may be required to use personal vehicle in the course of employment.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information, seeing to read a variety of materials, bending at the waist, kneeling or crouching to assist students. The ability to walk long distances, perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds, sitting or standing for extended periods of time.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.

HAZARDS:
May be required to work around foul odors, contact with dissatisfied or verbally abusive individuals.