

**CHICO UNIFIED SCHOOL DISTRICT
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**

DEFINITION

Under the supervision of a Registered Occupational Therapist (OTR), the Certified Occupational Therapy Assistant (COTA) will serve district students by providing occupational therapy and sensory motor integration therapy to IEP goals and objectives.

SUPERVISION EXERCISED - Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Responds to request for services in accordance with policies and procedures.
- Assists OTR with data collection and assessments.
- Assists OTR with development of treatment goals.
- Implements intervention under supervision of OTR.
- Can adapt intervention environment, tools and materials under supervision of OTR.
- Is part of a collaborative IEP team.
- Maintains treatment area, equipment, and supply inventory as needed.
- Maintains records and documentation required by work setting and under the supervision of the OTR.
- Travel to various school sites in Chico Unified School District for the provision of therapy services as designated by the supervising occupational therapist.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Basic principles and practices of first aid, CPR, Universal Precautions, blood borne pathogens, and communicable diseases;
- Functional knowledge of up-to-date therapy methodologies;
- Modern office practices, methods, and computer equipment;
- Principles and procedures of record keeping and reporting;
- Alphabetical, numerical and subject matter filing systems;
- English usage, spelling, vocabulary, grammar and punctuation;
- Safe driving principles and practices;
- Reading, language development, and mathematics equivalent to high school competencies.

Skill to:

- Operate modern office equipment including computer equipment;
- Operate a motor vehicle safely;
- Communicate clearly and accurately, both orally and in writing.

Ability to:

- Work closely with and under the supervision of the Registered Occupational Therapist;
- Respond appropriately in emergency situations;
- Adapt to individual needs of students and work with interruptions;
- Remain calm in stressful situations;
- Prepare clear and concise reports;
- Interact effectively and sensitively with individuals from diverse backgrounds;

- Adapt to intervention environment, tools and materials under supervision of the Registered Occupational Therapist;
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- One (1) year experience in providing sensory integration therapy is preferred.
- One (1) year experience in a school setting is preferred.

Education:

- Equivalent to the completion of the twelfth grade.
- The ability to read and write at a level necessary for successful job performance.

Training:

- Specialized training in health, first aid, CPR, emergency medical services, or a related field may be required.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possession of certification by the American Occupational Therapy Certification Board as a Certified Occupational Therapy Assistant (COTA).
- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Regularly required to sit, listen, hear, and talk.
- Occasionally required to reach with hands and arms, and use hands to manipulate or feel objects, tools, or controls, to stand, walk, stoop, kneel, crouch or crawl, climb or balance, lift and/or move up to 25 pounds.
- Regularly required to lift and/or move up to 10 pounds.
- Occasionally required to lift and/or move up to 50 pounds.
- Specific vision abilities required include close, distance, and ability to focus.
- Noise level in the work environment is usually quiet.