

**AMADOR COUNTY OFFICE OF EDUCATION (ACOE)
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**

DEFINITION

The Certified Occupational Therapy Assistant (COTA), under the supervision of a Registered Occupational Therapist (OT), will serve Amador County SELPA and district students by providing occupational therapy and sensory motor integration therapy to IEP goals and objectives.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Responds to requests for services in accordance with policies and procedures.
- Assists OT with data collection and assessments.
- Assists OT with development of treatment goals.
- Implements intervention under supervision of OT.
- Adapts intervention environment, tools and materials under supervision of OT.
- Participates as a collaborative member of an 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 OT.
- Travels to various school sites in Amador County for the provision of therapy services as directed by the supervising OT.
- Completes Medi-Cal billing as directed.

KNOWLEDGE OF:

- Concepts and principles of child development and behavior characteristics.
- Behavior management strategies and techniques utilized with students exhibiting atypical social behaviors and/or learning difficulties.
- Principles, goals and objectives of the educational process and special education programs.
- Appropriate English usage, punctuation, spelling, grammar, and arithmetical concepts.
- Simple record management, storage and retrieval systems.
- Appropriate human relations and student needs.

SKILLS/ABILITIES

- Demonstrates an empathetic, patient, and receptive attitude with students who need remedial assistance.
- Work with students with various disabilities including academic, physical, and emotional.
- Understand and follow instructions of teachers and therapists.
- Follow specific student educational plans.
- Observe and model teaching methods and procedures.
- Gain the confidence of disabled children, encourage and assist them in classroom, recreational, or therapy activities.
- Be adaptable to schedule changes and remain calm in situations of high stress.
- Communicate satisfactorily in oral and written form.
- Serve as an appropriate language model.

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QUALIFICATIONS:

- High School Diploma or equivalent.
- Certification by the American Occupation Board or the National Board of Certification for Occupational Therapy as a Certified Occupational Therapy Assistant (COTA).
- Experience working with school age groups, per experience in a school setting.

PHYSICAL ABILITIES/ENVIRONMENT:

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

While performing the duties of this job, the employee is regularly required to sit, listen, hear, and talk. The employee occasionally is 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. The employee is regularly required to lift and/or move up to 10 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distant, and ability to focus. The noise level in the work environment is usually quiet.

CERTIFICATIONS REQUIRED:

Standard CPR and First Aid Certifications

LICENSE REQUIRED

A valid and appropriate California driver's license

SALARY LEVEL

Range 44 of the ACOE Classified Salary schedule with **State Certification**. Salary is dependent upon maintaining acceptable certification levels as required by the State.