



Asst 8 / COTA

Purpose Statement

The job of Asst 8 / COTA is done for the purpose/s of assisting District Occupational therapists with the assessment of student's functional development level, providing appropriate services to meet individual student goals, and to provide recommendations for program development and student placement.

This job is distinguished from similar jobs by the following characteristics: works under the direction of an Occupational Therapist.

This job reports to Occupational Therapists or designees

Essential Functions

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Collects and maintains student performance data for the purpose of documenting student progress.

Implementing appropriate therapeutic activities and training/instruction to teachers, parents, and other service providers (e.g. positioning, equipment, etc.) for the purpose of providing appropriate care for students and to support the IEP plan.

Maintains files, records, and contact logs (e.g. progress reports, activity logs, etc.) for the purpose of documenting services and communication in accordance with the student's IEP.

Meets with other teams for the purpose of supporting personnel and instructional assistants.

Monitors and complies with all legal requirements for the purpose of supporting all federal, state, and PCSD policies and procedures.

Performs other related duties as assigned for the purpose of ensuring legally compliant, appropriate and effective itinerant services to students with disabilities.

Provides training for the purpose of professional development of other educational staff, community and family members.

Provides maintains, and delivers appropriate adaptive equipment for the purpose of supporting student learning.

Supports the occupational therapists for the purpose of conducting appropriate assessments, reviewing data, obtaining parental consent, and informing parents of procedural safeguards for students with disabilities.

Troubleshoots problems for the purpose of identifying materials, access to curriculum, and alternative strategies to support student learning.

Uses effective behavioral interventions for the purpose of supporting student learning.

Uses PCSD approved standardized assessments, and dynamic assessment in both formal and informal procedures for the purpose of making decisions based on assessment.

Writes effectively for the purpose of creating compliant IEP's and other reports.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices and procedures; preparing and maintaining accurate records; assess student needs and interpret assessments; work effectively with teachers, students and teams; demonstrate effective therapy techniques; evaluate and modify IEP goals; use technology to increase student achievement; advocate for students with disabilities; provide effective therapy.

KNOWLEDGE is required to read and follow instructions; and understand written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: age appropriate activities/behaviors; assessment instruments and techniques; current and emerging technology; health standards and hazards; job-related codes/laws/rules/regulations/policies; treatment modalities; medicaid funding.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with persons of diverse backgrounds; meeting deadlines and schedules; working as part of a team; drive to various schools throughout the district; quickly establish rapport with faculty, families and students; maintaining confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 33% sitting, 33% walking, and 34% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Associate's Degree from an Occupational Therapy
Assistant program is required

Continuing Educ. / Training:

Continuing Education Requirements
Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

2/10/2020

Salary Grade

Lane 8