



## 1444 CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

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### **Classification Summary**

The Certified Occupational Therapy Assistant (COTA) is responsible for performing a variety of classroom, therapy related and equipment related activities in support of the students' educational programs. The COTA is a member of a transdisciplinary team and will be involved in role-releasing and role-accepting processes with a variety of disciplines.

### **Distinguishing Characteristics**

The COTA must have successfully completed a degree program for Occupational Therapy Assistants, from an accredited college program, and have (or be in the process, of obtaining) a current Oregon State license for Certified Occupational Therapy Assistants.

### **Supervisory Relationships**

The COTA reports to the Chairperson, Program for Students with Severe Disabilities, and the building administrator. The COTA shall practice under the direction of an occupational therapist, who will perform the initial evaluations of students referred for occupational therapy and assign the work to be done.

### **Examples of Duties**

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks found in positions of this classification. These serve as examples only and are not to be considered all inclusive or exclusive.)

1. Take part in the development and implementation of comprehensive integrated programming for students.
2. Assist the Occupational Therapist in the development and modification of educationally relevant functional skill programs including: fine motor, perceptual motor, sensory motor, activities of daily living, upper extremity movement, switch and computer programs and splinting.
3. Assist the Occupational Therapist in instructing and consulting with other staff members in the delivery of therapy related services.
4. Maintain appropriate and effective on-going communication with the Occupational Therapist regarding:
  - Individual student educationally relevant needs and progress.
  - Effectiveness of intervention strategies.
  - Status of therapy related equipment and curriculum modifications.
  - Assist in therapy related routines, including
  - Lifting/positioning students; equipment and supply adaptations.
  - Provision of oral-motor programs with staff and students
  - Assisting students with hygiene needs.
  - Carrying out prescribed intervention procedures and programs and noting when changes may be indicated.
  - Documentation as appropriate.
5. Assist the Occupational Therapist in prescribing new equipment, constructing new-equipment, modifying existing supplies and equipment, and pursuing funding for equipment and materials.
6. Perform related clerical and other duties as requested by the Occupational Therapist or Chairperson.
7. Attend team meetings and IEP meetings as directed by the Occupational Therapist or Chairperson.
8. Attend regularly scheduled staff meetings, department meetings, workshops, district in-services and conferences, as directed by the Chairperson.
9. Comply with policies and procedures of the Eugene 4J School District.

### **Minimum Qualifications for Class Entry**

1. Successful completion of an Occupational Therapy Assistant Associate degree from an accredited college program.

2. Possess (or be in the process of obtaining) an Oregon State COTA license.
3. One year of Occupational Therapy Assistant or Pediatric experience preferred.
4. Possession of a valid State of Oregon driver's license.

**Work Environment**

Requires excellent physical condition. May be required to lift or transfer students. Ability to use basic hand tools for equipment modification and repair. Current driver's license and availability of a vehicle for district travel.