

DUBLIN UNIFIED SCHOOL DISTRICT

SPECIAL EDUCATION CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

GENERAL DESCRIPTION

Under the supervision of the occupational therapist (OTR), the COTA will provide individual, small group, classroom based, and consultative OT services to students in the Dublin Unified School District and Special Education Local Plan Area classrooms. These services will be in the areas of sensory processing, sensory-motor skills, fine motor/gross motor skills, visual motor, oral motor skills self-help, modifications and adaptations, and life skills training.

EXAMPLE OF DUTIES

The COTA will implement OT services from treatment plans and recommendations developed by the OTR and document service delivery and goal achievement. The COTA will report service delivery issues and progress to OTR in regular meetings. Additionally, the COTA will measure progress toward goals, give standardized tests as able, and assist with the scoring of tests as able in preparation for Individualized Education Planning (IEP) meetings. The COTA will participate in regular supervisory meetings with the OTR in accordance with AOTA guidelines for COTA/OTR collaboration.

MINIMUM REQUIREMENTS

Knowledge of:

- Child development, sensory integration, and behavior motivation.
- Occupational therapy service models for education.

Ability to:

- Read, write, and communicate in English
- Prepare written reports
- Understand and carry out oral and written instructions
- Establish and maintain effective working relationships with others
- Work independently
- Provide effective OT therapy and consultation services under OT supervision.
- Provide proof of freedom from tuberculosis

TRAINING AND EXPERIENCE

Successful completion of a two-year certification program for Occupational Therapy Assistant through an accredited college or training school. Previous employment or internship experience in pediatrics and/or school based OT services. Hold or be eligible for certification from the National Board of Certification for OT.

SALARY PLACEMENT

Salary Schedule B – Range J