

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: Certified Occupational Therapy Assistant (R51) (O32)	Job Family: 04
Department: Special School	Lane Placement: 8
Supervisor's Title: Principal	Contract: 184 Days
FLSA Classification: <u>Non-Exempt</u>	Hours/Day: (7-R51) (Hourly-O32)
Special Education Approval: <u>Lisa Robinson</u>	Date: <u>10-26-17</u>
Department Approval: <u>Laura J. Jankins</u>	Date: <u>10-30-17</u>
ADA Review: <u>Janelle Marten</u>	Date: <u>10-31-17</u>
Human Resource Approval: <u>Bentley</u>	Date: <u>10-31-17</u>
Superintendent Approval: <u>Arthur Johnson</u>	Date: <u>11-2-17</u>
Original date: <u>09/92</u>	Revised: <u>07/15</u> Revised: <u>10/17</u> Revised: _____

GENERAL FUNCTION

Under the direction of the principal and registered occupational therapist (OTR), the **Certified Occupational Therapy Assistant (COTA)** provides educationally related occupational therapy services to students suffering from a variety of cognitive, emotional and/or physical disabilities, according to the student's Individualized Education Plan (IEP).

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide educationally related occupational therapy services to students with a variety of cognitive, emotional, sensory and/or physical disabilities, according to the student's Individualized Education Plan (IEP), established practices and procedures.
- Adapt school and classroom environment, tools and materials to improve student functioning and facilitate student access to curricular and instructional activities.
- Assist in assessing students' fine motor, and development skills (e.g. oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function postural tone, etc.) to determine their deficits and develop recommendations.
- Attend meetings and workshops (e.g. IEPs, training, team meetings, conferences, meetings with outside agencies, etc.) to convey and/or receive information, including best practices for school therapy delivery.
- Consult with OTR, physical therapists, speech therapists, teachers, educational assistants, families, etc., to provide requested information, review/revise students' occupational therapy goals/objectives, develop plans for services and/or make recommendations to implement goals.
- Maintain files and/or records in cooperation with the OTR (e.g. progress reports, activity logs, etc.) to document activities and/or ensure an up-to-date trail for compliance with various state, federal and administrative regulations.
- Maintain and troubleshoot treatment equipment, supplies and assistive devices to ensure they are in clean and proper working condition for the purpose of implementing motor/therapy goals.
- Prepare written materials (e.g. activity logs, progress notes, reports, memos, etc.) to document activities, provide written reference and/or convey information.
- Provide training, consultation and instruction to students, teachers, parents and staff on the use of adaptive devices, equipment or techniques to ensure such devices and techniques are used safely and effectively.
- Research resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) to determine the appropriate approach for addressing students' functional goals.
- Maintain effective and positive communication with teachers, students, patrons, volunteers and District employees.
- Maintain confidentiality of student or District information by following district policies regarding confidential information.
- May provide services at multiple work sites which requires use of personal vehicle.
- This position requires punctual and regular daily attendance.

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires a High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires completion of an accredited occupational therapy program.
- Requires a current Occupational Therapy Assistant license through the State of Utah and requires continuing education requirements to maintain a license.
- Requires the ability to read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems.
- Requires the ability to manage student behavior; use a variety of adaptive equipment; and implement occupational therapy models, practices and theories.
- Requires the ability to problem solve, analyze issues and create action plans.
- Requires excellent interpersonal skills. Has frequent interaction with parents, staff, District administrators and has interaction with other professionals regarding specific student needs (e.g., psychologists, physical therapists, speech therapists, etc.).
- Requires ability to exercise emotional control in difficult situations.
- Requires attention to detail; ability to communicate with diverse groups; maintain confidentiality; work as part of a team; display tact and courtesy; be empathetic and nonjudgmental; and establish and maintain effective relationships.
- Requires basic computer technology skills, including Microsoft Office products.
- Requires effective problem solving, organizational, multi-tasking and time management skills. Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah driver's license.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Incumbent may be trained to operate a variety of Special Education equipment (e.g. office equipment, therapeutic equipment, adaptive devices, wheelchairs, physical education equipment, medical equipment lifts, language board and electronic communication devices, etc.).

Physical Requirements – Not limited to the following:

- Frequent, continuous standing and sitting (chair and floor), walking, climbing stairs, talking and awkward positions, to/from ground without upper extremity support.
- Occasional balancing on slick surfaces, gripping 50 pounds, pinching 10 pounds, sustained bending, squatting, kneeling, sustained bending, stooping and running.
- Occasional push/pull 100+ pounds, isometric lifting 20 pound static hold (5-8 Min.), single-arm lifting of up to 20 pounds to shoulder level, floor to waist lift up to 75 pounds and awkward lift up to 75 pounds.
- Occasional hearing, near/far visual acuity and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.