

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Certified Occupational Therapy Assistant	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Aide-Paraprofessional)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	1602	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Special Education	<b>SALARY:</b>	Range 55 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	09-15-05
		<b>HR REVISION:</b>	04-26-12

**BASIC FUNCTION:**

Provide occupational therapy services for designated students according to Individual Education Plan (IEP) goals under the direction of special education administrative staff and Occupational Therapist; maintain related service records, and prepare a variety of reports.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

May assist Occupational Therapist staff in identifying and assessing students' skills and abilities in oral motor, sensory registration and processing, motor planning, activities of daily living, fine motor function, gross motor function, and postural stability. **E**

Assist with the development of the occupational therapy intervention plan as part of the Individual Education Plan (IEP) process; assist with data collections and assessments. **E**

Attend IEP meetings as directed to report findings and recommendations; maintain regular contact with supervising Occupational Therapist to review caseloads and services to students; attend staff meetings and assist with staff development as instructed; travels to school sites as required. **E**

Monitor the use of adaptive equipment and other assistive technologies; may recommend or develop assistive devices; order equipment, supplies, and assessment materials; organize kits for use in therapy intervention. **E**

Provide assistance to educational staff through consultation, inservice training, and direct individual or group activities; contact district staff, parents, and various agencies related to occupational therapy services. **E**

Document therapy received, and records progress; maintain a variety of service related logs, and prepare reports. **E**

Reassess students to determine progress and develop progress reports. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Graduation from an accredited school in a Certified Occupational Therapy Assistant (COTA) Program. Two years of COTA experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance; pass the employee entrance evaluation (lifting test); valid registration as a Certified Occupational Therapy Assistant.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Principles, methods, and equipment used in occupational therapy.  
Intellectual, social, emotional growth patterns and physical development of children.  
Application of occupational therapy techniques in working with children with disabilities.  
Educational and development needs of children with specific disabilities.  
Interpersonal skills using tact, patience, and courtesy.  
Pertinent federal, state, and local laws, code, and regulations.  
Computer hardware and related software.  
Oral and written communication skills.  
Record-keeping techniques.  
Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
Use a variety of modern methods, techniques, and practices in occupational therapy.  
Monitor adaptive equipment; may recommend or develop assistive devices.  
Assist with standardized assessment tests.  
Work with all levels of district staff, parents, health care professionals, and other health care agencies.  
Lift, move, and position disabled students according to safety regulations.  
Properly use and care for the materials, supplies, and equipment; fit and adjust adaptive devices.  
Assist students by providing proper examples, emotional support, friendly attitude, and general guidance.  
Understand the unique differences and needs of handicapped students and their parents.  
Maintain accurate records.  
Operate a computer and related software.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Communicate effectively, both orally and in writing.  
Maintain a confidentiality of privileged information obtained in the course of work.  
Understand and follow oral and written instructions.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office, clinic setting, or school environment; travel from site to site.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to exchange information in person and on the telephone; dexterity of hands and fingers to operate specialized equipment and a computer keyboard; see to read and prepare documents and reports, and view a computer monitor; sit, stand, or walk for extended periods of time; bend, stoop, bend at the waist, and reach overhead, above the shoulders, and horizontally; lift, move, and position disabled students.

**SAMPLE HAZARDS:**

Back strain from lifting, moving, and positioning disabled students, and from swings and equipment; exposure to children with behavior problems.