

## Job Description Certified Occupational Therapy Assistant (COTA)

Brief Description: Under the supervision of a licensed Occupational Therapist and/or the SELPA Director will participate as a member of the education team to treat special education students and report on the students' progress in attaining goals and objectives. The Certified Occupational Therapy Assistant may, with prior approval, adjust specific treatment procedure in accordance with changes in student status.

### Required Qualifications:

Knowledge of:

- The intellectual, sensory and physical development of young children.
- Techniques used in the assessment and treatment of disabilities.
- Child guidance principles and practices related to children with special needs.
- A variety of current treatment approaches appropriate to meet the student needs, instructional goals and classroom support.
- Correct English usage, punctuation, spelling, grammar and sufficient math skills to conduct and evaluate statistics.
- Oral and written communication skills.
- Interpersonal skills, using tact, patience and courtesy.
- Record keeping and report preparation techniques.

Ability to:

- Assist in the assessments of the developmental status and educational needs of children.
- Demonstrate an understanding, patient and receptive attitude towards students.
- Work collaboratively in Multi-disciplinary teams.
- Work collaboratively with families.
- Monitor and evaluate student progress.
- Work independently with little supervision.
- Work collaboratively to maintain detailed case records and reports.
- Work collaboratively to prepare lessons and instructional materials for students.
- Communicate effectively both orally and in writing.
- Operate a variety of office and instructional equipment including a computer and assigned software.
- Maintain confidentiality of sensitive and privileged information.
- Maintain professional behavior and appearance with all student related contacts.
- Understand and work within scope of authority and defined guidelines.
- Observe health and safety regulations.
- Drive a vehicle to conduct work.
- Establish and maintain effective relationships with those contacted in the course of work.

Education:

Graduation from an accredited school in a Certified Occupational Therapy Assistant Program.

Experience working with children with disabilities ages 0-22 in an occupational therapy or educational setting is desirable.

Licenses and Certificates: Requires a valid California Occupational Therapy Assistant certification.

Requires a valid California driver's license.