



Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

Under supervision of the Registered Occupational Therapist (OTR) and the Director of Special Education, provide educationally relevant occupational therapy services to students with various disabilities in the Sulphur Springs School District, participate as a member of the educational team, maintain appropriate documentation and reports and complete related work as requested.

EXAMPLES OF DUTIES:

- Provide occupational therapy to students with various disabilities according to the Individualized Education Plan (IEP) goals and objectives and in accordance with district policies and procedures
- Implement treatment plans as outlined by the Registered Occupational Therapist (OTR)
- Utilize intervention tools and materials under the direction of the OTR
- Assist the OTR with data collection and assessment of student abilities
- Collaborate with the OTR, teachers, parents and other staff regarding plans for occupational therapy services including classroom modifications and home programs
- Assist in the procurement of equipment necessary for the students to meet IEP goals and to access and make progress in his/her educational setting
- Document findings, actions taken, recommendations made regarding areas of service and maintenance of all other records as required by law
- Reevaluate students' occupational therapy program in relationship to previous IEP goals and attend IEP meetings
- Maintain a safe and orderly treatment area
- Maintain equipment and supplies
- Attend meetings and inservices as directed
- Perform related duties as assigned

RESPONSIBILITIES:

1. Participate in the assessment of fine motor, perceptual motor, sensorimotor and oral motor function
 - a. Demonstrate knowledge of anatomy, physiology and neuromuscular function as it relates to students' physical or perceptual disabilities
 - b. Administer and score standardized assessments under the supervision of the OTR
 - c. Assist and perform non-standardized assessment techniques under the supervision of an OTR (i.e. functional assessments within the school environment)
2. Determine therapeutic goals in conjunction with the OTR
 - a. Report and confer with the OTR any observable data that relates to student performance
 - b. Review assessment results with the OTR
 - c. Confer with the OTR and develop IEP goals and objectives as determined by the OT assessment on assigned students
3. Provide intervention services to students as established through the IEP
 - a. Adhere to frequency of intervention as determined by the IEP
 - b. Carry out IEP goals
 - c. Demonstrate appropriate planning, material preparation and equipment use when administering intervention techniques

- d. Practice proper safety techniques and precautions
 - e. Document assessment results, daily treatment notes and complete reports in a timely and professional manner
4. Participate in IEP meetings
 - a. Attend and present IEP goals and objectives on assigned students
 - b. Communicate with parents and other team members in an effective and professional manner
 - c. Complete all necessary IEP paperwork in a timely manner
 5. Utilize a team approach in working with therapists, teachers, parents, aides and administrative staff
 - a. Consult with, instruct and assist classroom teachers and aides regarding proper positioning and handling techniques, fine motor and visual motor activities, oral motor activities, sensorimotor activities and use of adaptive equipment
 - b. Provide follow-through and reinforcement of other educational goals and objectives as they relate to the abovementioned areas
 - c. Communicate with other team members in a professional and effective manner
 6. Adhere to rules and regulations
 - a. Observe designated working hours
 - b. Comply with leave regulations
 - c. Establish a written work schedule
 - d. Provide a written work schedule to OTR and the Director of Special Education
 - e. Administer transdisciplinary intervention with other team members
 - f. Demonstrate knowledge of district administrative policies, organization and operation
 - g. Demonstrate knowledge of State and Federal laws and regulations governing the special education department

TRAINING AND EXPERIENCE:

- Satisfactory completion of an accredited college or university Occupational Therapy Assistant curriculum, approved by the American Occupational Therapy Association AND eligibility for certification OR currently certified as a Certified Occupational Therapy Assistant issued by the American Occupational Therapy Certification Board
- Previous employment as a COTA with children in a school-based setting is desired

REQUIREMENTS:

- A valid California driver's license, the ability to travel effectively between school sites, and evidence of auto insurance
- First Aid and CPR certification
- Adequate physical health to be able to engage in all necessary aspects of OT treatment including but not limited to lifting, squatting, extended sitting and/or standing, functional range of motion and functional vision and hearing

The Sulphur Springs School District is an equal opportunity employer and does not discriminate on the basis of age, ethnicity, race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, or sexual orientation.

Adopted by the Board: June 18, 2008