



## David Douglas School District #40 Classified Job Description

### **CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)**

Schedule: 20 hours per week / 9 months per year (Schedule will be determined upon hiring)  
Class: 18 (hourly) – starts at \$21.43 per hour

### **JOB SUMMARY**

The job of “Certified Occupational Therapy Assistant” is to provide occupational therapy services to individual students with special needs encompassing a wide range of mental and physical deficits. To collaborate with an Occupational Therapist and follow through with continuous, ongoing assessment and therapy programs designed to increase functional independence and promote success in the school setting. To specifically address Individual Education Program (IEP) goals and develop programs and techniques to reach those goals under the direction of an Occupational Therapist. Independent judgment is required to observe changes in student progress and to analyze and report data to the Occupational Therapist.

### **ESSENTIAL JOB FUNCTIONS**

- Participates in the development of therapy programs including fine motor, perceptual motor, sensory motor, and activities of daily living, upper extremity movement, switch and computer programs and splinting
- Implements therapy programs and IEP goals and objectives with individual students and/or groups of students under the direction of an Occupational Therapist
- Assists the Occupational Therapist in instructing other staff members in therapy related activities: positioning, using / attaching adaptive equipment, etc.
- Consults / communicates with the Occupational Therapist, classroom teacher, other support staff as needed to exchange information regarding student needs, and to coordinate the delivery of services to students
- Completes reports and records as required by the district. Maintains written records of frequency and duration of individual student activities and progress notes.
- Completes third party Medicaid billings

### **OTHER JOB FUNCTIONS**

- Participates in developing and implementing trainings / resources for district staff
- Performs other related duties as determined by the Occupational Therapist and/or Director which promote the physical and emotional well-being of students.
- Adheres to the policies and procedures of the District and procedures of the department.
- Follows school building procedures.
- Attends workshops, staff development classes and meetings, seminars and other meetings for continued professional growth as requested or approved by the Director.

### **ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS**

Occupational Therapy Assistant License as set forth by the Occupational Therapy Licensing Board, State of Oregon.

### **ESSENTIAL PHYSICAL REQUIREMENTS**

Moderate to high degree of physical stamina, with frequent lifting of up to 10 pounds and the possibility of lifting up to 50 pounds required in the physical assistance of students with special needs. Ability to move freely to various locations within the classroom and other supervisory settings (cafeteria/playground, transportation vehicles, worksites). Frequent standing, walking, sitting, and bending. Exposure to noise and activity of a school setting. Exposure to outdoor weather conditions. May involve exposure to communicable diseases, abusive student contacts and other adverse conditions.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.