

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

DEFINITION

Provide educationally related occupational therapy services to identified special education students according to the Individualized Educational Plan (IEP).

ESSENTIAL FUNCTIONS

1. Provide educationally related occupational therapy services to identified special education students according to the Individualized Educational Plan (IEP). E
2. Assist with data collection for use in IEP meetings. E
3. Maintain a system of documentation that is professional, efficient and accountable. E
4. Assist with the coordination and monitoring of IEP goals that are educationally relevant. E
5. Maintain a safe and orderly treatment area. E
6. Attend IEP meetings as necessary. E
7. Communicate the needs of an occupational therapy program to appropriate supervising Occupational Therapist. E
8. Perform related duties as required. E

QUALIFICATIONS

1. Graduation from high school or equivalent.
2. Graduation from accredited Certified Occupational Therapy Assistant program.
3. Certification as an Occupational Therapy Assistant from the National Board for Certification in Occupational Therapy (NBCOT).
4. Licensed by the California Board of Occupational Therapy to practice as a Certified Occupational Therapy Assistant (COTA)

KNOWLEDGE AND ABILITIES

Knowledge:

1. Issues related to child development.
2. Educational and developmental needs of children with specific disabilities.
3. Principles, methods, and equipment used in occupational therapy.
4. Functioning of adaptive equipment, assistive technology and special equipment as it applies to occupational therapy services.

Abilities:

1. Communicate effectively, both orally and in writing.
2. Organize and prioritize responsibilities.
3. Work independently with appropriate supervision.
4. Perform task analysis of underlying treatment components to address IEP goals.
5. Lift, pull or push objects of 50 to 75 pounds in weight.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected) Read normal print Walk over uneven terrain and use peripheral vision</p>	<p>To perform tasks such as to: supervise students</p>
<p>Hearing: (which may be corrected) Hear sounds which warn of potential danger Understand speech in classroom setting Hear whispered responses from student with limited oral motor functioning</p>	<p>To perform tasks such as to: supervise students and respond to emergencies Respond to pupils needs</p>
<p>Speech Speak with a level of proficiency and volume to be understood in face-to-face public contact Speak with a level of proficiency and volume to be understood in a classroom Speak for prolonged periods</p>	<p>To perform tasks such as to: communicate with teachers, students and parents instruct groups of students instruct and supervise students</p>
<p>Upper Body Mobility: Use hands and fingers to feel, grasp and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward, use hands and arms to lift objects Turn, raise and lower head, twist and bend at torso</p>	<p>To perform tasks such as to: Instruct students to use chalk, pencil and pen, and to tie shoes and assist with clothing to deliver specialized health care procedures supervise students</p>
<p>Lower Body Mobility: Walk on even surfaces Climb stairs Bend at waist and stoop Bend at knees, squat, sit on floor for prolonged periods of 50 minutes Step over objects</p>	<p>To perform tasks such as to: supervise and assist students follow disaster plan provide physical assistance to students, and follow disaster plan supervise student</p>

<p>Strength: To lift, position, carry, push or pull a pupil or object which weighs as much as 50 pounds on an occasional basis or over 50 pounds with the assistance of another individual</p>	<p>To perform tasks such as to: assist, restrain and position students</p>
<p>Stamina: Run quickly for brief spurts Walk prolonged distances</p>	<p>To perform tasks such as to: prevent student injury supervise students outdoors</p>
<p>Environmental Requirements: Constant work interruptions Work around dirt/dust Work independently Work cooperatively with others Work inside and outside</p>	<p>To perform tasks such as to: instruct and supervise students supervise students outdoors coordinate activities with teachers and staff</p>
<p>Mental Requirement: Read, write, understand, interpret and apply moderately complex information Math skills at high school graduate level Copying Analyzing Coordinating Judge and process information quickly and make quick decisions Learn quickly and follow verbal procedures and standards Place information in order of importance Listen Demonstrate Give verbal instruction Ability to prioritize Ability to think clearly in an emergency</p>	<p>To perform tasks such as to: read and understand curriculum document information develop and evaluate strategies with teachers implement strategies work safely and effectively with students instruct and supervise students understand questions and concerns of special students respond to difficult emergency situations understand questions and concerns of special students instruct and supervise students</p>

Other Conditions of Continued Employment:

- Participate in employer-mandated training and re-training programs
 - Comply with rules and regulations of the Classified Service and provisions of labor agreements
 - Use appropriate equipment associated with the professional performance of duties
- Some assignments require constant attention to protection of physical safety in a classroom when the pupils, because of the nature and severity of their disability, are accident prone or because of assaultive or self-abusive tendencies which could cause serious injury to themselves or others.

Approved by Personnel Commission: 10/15/12

Adopted by Board of Trustees: 11/07/12

