

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED OCTOBER 2008
RANGE: 53.0
CLASSIFIED
CODE: 2**

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

DEFINITION

Under direction of the Coordinator, Itinerant Services and Program Support, assist OTR/L with duties such as collections, assessments, treatment goals and implementing interventions.

EXAMPLES OF DUTIES

Assist OTR with data collection and assessment;

assist OTR/L with development of treatment goals;

implement interventions under supervision of OTR/L;

adapt intervention environment, tools, and materials under supervision of OTR;

work as part of a collaborative IEP and health care team, including attending IEP meetings;

maintain treatment areas, equipment and supply inventory as needed;

maintain records and documentation under the supervision of OTR/L.

QUALIFICATIONS

Knowledge of:

Knowledge of and willingness to stay abreast of current trends, innovations, and practices in the education of individuals with exceptional needs.

Ability to:

Ability and willingness to abide by the rules and regulations of the Office of the Kern County Superintendent of Schools in a professional, efficient manner;

show sincere interest and understanding of students with exceptionalities;

work effectively with children, parents, staff, community agencies, and other professionals.

Experience:

Preferably one-year experience working as a COTA in child development, classroom or related settings.

Education:

Completion of Occupational Therapist Assistant program from an accredited institution;

successful completion of certificate examination for COTA status.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

10/12/15

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