



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Certified Occupational Therapy Assistant-Licensed (COTA/L)** FLSA Status: **Non-Exempt**  
 Job Family: **Instructional Support** Pay Range: **PT29H**  
 Prepared/Revised Date: **April 14, 2014** Job Code: **42100**

**SUMMARY:** Responsible for implementing occupational therapy services in collaboration with and under the supervision of one or more licensed, registered Occupational Therapists (OTR/L) and as directed by Individuals with Disabilities Education Act (IDEA), the Colorado Occupational Therapy Practice Act and guided by the American Occupational Therapy Association. Areas for OT intervention may include sensory-motor skills support, access to and implementation of technology, materials management and/or adaptations, self-care/life skills support, environmental support, vocational skills support, behavioral support, community based education, and contributing to assessments as requested by the OTR/L.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* **Frequency of duties, percent of time and work year may vary based on department or building assignment.**

Description of Job Tasks  (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. As directed by the OTR/L and in collaboration with teaching staff, implement plans as dictated by the student's individualized education plan (IEP) goals, objectives and/or accommodations/modifications. Adapt classroom or curriculum materials and/or tools to increase students' participation and access; adapt and monitor educational environments to optimize student performance. Instruct students in the areas of adaptive equipment, self-regulation, self-determination and other adaptive educational strategies.	D	50%
2. Collect and maintain data related to student progress and performance.	D	15%
3. Travel between school locations for students, equipment, meetings, and trainings.	D	5%
4. Attend work and arrive in a timely manner.	D	1%
5. Contribute to the evaluation process of students undergoing assessment upon request.	W	5%
6. Consult with OTR/L and classroom teachers to discuss progress of the student and related adaptations or strategies to be implemented.	W	10%
7. Assist with student' community-based prevocational or vocational activities.	W	2%
8. Assist with student transfers and mobility, applying good body mechanics.	W	2%
9. Accompany students in alternative educational settings when required.	M	1%
10. Attend appropriate in-services, meetings, trainings, conferences, and/or school functions as required.	M	5%
11. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL=</b>	<b>100%</b>

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate's degree or two-year college certificate as Occupational Therapy Assistant from an accredited program
- Successful completion of National Occupational Therapy Assistant examination (National Board Certification in Occupational Therapy-NBCOT)
- One to two years of related experience



**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Occupational Therapy Assistant Certificate from NBCOT (renewed every three years)
- Valid Colorado driver’s license
- Crisis Prevention Institute (CPI) required within 1 month of hire
- Complete Special Education Academy classes within required timeframe

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations and strong collaboration skills
- Basic math skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Knowledge of IDEA (Individuals with Disabilities Education Act-2004)
- Ability to work with a variety of students, teaching staff and in various school settings and cultures
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to directives from supervisors
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, peripherals and media equipment
- Operating knowledge of, and experience with, specialized durable equipment (such as wheelchairs, walking devices or lifts), adaptive positional equipment and/or adaptive educational equipment
- Operating knowledge of and experience with Microsoft Word, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				x
Walk				x
Sit			x	
Use hands to finger, handle or feed				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop, kneel, crouch, or crawl			x	



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds		x		
Up to 100 pounds		x		
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate				x
Copy				x
Coordinate			x	
Instruct				x
Compute			x	
Synthesize		x		
Evaluate		x		
Interpersonal Skills				x
Compile			x	
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	
Ability to adjust focus	x



<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	