

Certified Occupational Therapist Assistant



Reports To: Director of Special Education
Salary Schedule: Schedule C
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: 3
Review Date: November 2019

Summary:

Work directly with Certified Occupational Therapy Assistant (COTA) services in order to support students suffering from a variety of cognitive, emotional and/or physical illness or disabilities according to the student's individualized Education Plan. Attend building and district meetings and conferences as required.

Essential Duties and Responsibilities:

- Work directly with Occupational Therapist to help implement IEP goals.
- Adapts school and classroom environment, tools and materials under the supervision of the Occupational Therapist for the purpose of improving student functioning and facilitating student access to curricular and instructional activities.
- Provide diagnostic assessment, remediation, and consultation services for students with fine, gross or adaptive motor skill delays.
- Cooperate and collaborate successfully with each student's IEP team.
- Assist with the development and implementation of IEP's.
- Maintain records, facilities, and equipment.
- Attending meetings and workshops for the purpose of conveying and/or receiving information, including best practices for school OT delivery.
- Prepares written materials for the purpose of documenting activities, providing written reference, and/or conveying information.
- Administer tests for the purpose of determining the need for further individualized assessment.
- Provides direct occupational therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.
- Provides services at multiple work sites for the purpose of providing therapy and assistance as required.
- Implement therapeutic activities and instructs students, teachers, parents and other involved persons for the purpose of providing appropriate care to students and/or supporting the student's IEP plan for use in the classroom.
- Other duties as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in-group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Computer Skills – To perform this job successfully, an individual should have good knowledge of computer operating systems.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Education and Experience:

- High school diploma or equivalent.
- ESA Certification-Certified Occupational Therapist Assistant
- Experience working in a school setting preferred.
- Ability to work with a team of educators to develop programming for students with special needs.
- Must be self-motivated, flexible and have the ability to be a self-starter.
- Good computer skills and must be able to manage own caseload.
- Must have experience writing IEP's.
- Attendance and punctuality are important functions of the position.

Working Conditions & Physical Demands:

The environmental factors described here are representative of those that may be present in the workplace while the employee performs the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. Employees in this position may encounter prolonged sitting and/or standing. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

Employee Name

Review Date

Employee Signature

Supervisor