

**North Wasco County School District**  
**Job Description – Certified Occupational Therapy Assistant**

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**Title:** Certified Occupational Therapy Assistant (COTA)  
**Classification:** Classified ESP  
**Reports To:** Director of Special Education  
**Work Year:** 186 Days

**Job Purpose Statement:**

The Certified Occupational Therapy Assistant (COTA) assists the Occupational Therapist to provide direct therapy to students.

**Qualifications**

- Current Oregon license to practice as a Certified Occupational Therapy Assistant
- Recent successful experience and training in developmental disabilities
- Ability to acquire and maintain a valid first aid and CPR card
- Valid Oregon driver's license
- Ability to work as a member of a collaborative team
- Familiarity with adaptive equipment, splinting, and technology utilized with students who have significant mental and physical disabilities
- Skilled at using tools and equipment necessary to construct or adapt equipment including band saws, power saws, sanders, and drills
- Ability to develop and utilize complex scheduling and time management techniques in the daily implementation of therapy in a number of different classroom and school settings
- Written and oral communication skills sufficient to perform the essential functions
- Physical and mental attributes sufficient to perform the essential functions
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- Current Oregon license to practice as a Certified Occupational Therapy Assistant
- Criminal Justice Fingerprint Clearance and employer drug and/or alcohol testing
- Driver's License
- Obtain Oregon State restraint and CPI Certification

**Essential Duties and Responsibilities** include the following (Other duties may be assigned).

- Provides individualized or small group direct occupational therapy to students whose Individualized Education Plans (IEP) contain occupational therapy services
- Consults with other education staff, the licensed Occupational Therapist, staff from other education agencies providing services, and parents related to student needs, treatment, and progress
- Assists the Occupational Therapist in the development of students' individual goals and treatment within the context of the total instructional program.
- Collects, records, monitors, and interprets data on students' progress
- Trains and provides ongoing support to education staff to implement occupational therapy programs that may be delegated
- Manages student behavior by utilizing intervention techniques designed by the teacher and/or classroom instructional team, following guidelines for use of the least intrusive intervention and best practices consistent with students' needs and disabilities
- Participates in planning and program development.
- Constructs and adapts motor equipment for individual students or classroom use
- Records service delivery information necessary for the district to bill third party medical reimbursement

**Supervisory Responsibilities:**

Supervision is not normally a responsibility of this position.

**Language Skills:**

Ability to comprehend, interpret and explain pertinent laws, rules, regulations, policies and procedures. Ability to read and comprehend instructions, correspondence and memos. Ability to effectively present information and respond to questions from individuals or groups.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.

**Reasoning Ability:**

Ability to solve practical problems and deals with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Workplace Expectations:**

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.
- Cultivate and model a respectful working and learning environment.

**Physical Requirements:**

- In an eight-hour day employee may:
 

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive:
 

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input type="checkbox"/> Fine Manipulation
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- Employee may use feet for repetitive movement as in operating foot controls:
 

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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- Employee may need to:
 

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
- Lifting:
 

<input type="checkbox"/>	Sedentary Work: Lifting 25 occasionally, 10 pounds regularly with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking. <b>Note: Extra Lifting beyond 50 lbs in the SLC Programs must include equipment designed to assist lifting students, including and two-person lifts</b>
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

**Mandatory Child Abuse Reporting:** As a mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

**EMPLOYEE STATEMENT:**

*“I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.*

*I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s).”*

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Print Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date