

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED DECEMBER 2006
RANGE: 57.0
INSTRUCTIONAL SERVICES SERIES
CLASSIFIED
CODE: 2**

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

DEFINITION

Under direction of the Director, Special Education Programs, assist OTR/L with duties such as collections, assessments, treatment goals and implementing interventions.

EXAMPLES OF DUTIES

Assists OTR with data collection and assessment;

assists OTR/L with development of treatment goals;

implements interventions under supervision of OTR/L;

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

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

maintains treatment areas, equipment and supply inventory as needed;

maintains 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.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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.

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

ST:rw

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Revisions to Range from 49.0 and content