

PUEBLO SCHOOL DISTRICT 60
CLASSIFIED JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Certified Occupational Therapy Assistant (COTA)
Prepared Date: 7/30/2008
Revised Date: 9/1/2021
Work Year: 158 days
Department: Exceptional Student Services
Reports To: ESS Coordinator
Salary Range: COTA/PTA Salary Schedule
Benefits: Fringe Benefits Based on Schedule B Benefits
Status: FLSA Status: Non-Exempt

SUMMARY OF FUNCTIONS:

The primary responsibility of the Certified Occupational Therapy Assistant is to provide occupational therapy services to children in the school setting under the direction of a registered occupational therapist (OTR).

QUALIFICATIONS:

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. 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.

REQUIRED:

- Valid occupational therapy assistant licensure with NBCOT
- Associates degree or two-year college certificate in occupational therapy assistant program

- Valid Colorado Driver's License with reliable transportation
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Previous experience in a public school setting
- First Aid and CPR Certifications

SKILLS AND KNOWLEDGE:

- Knowledge of the state education code as it applies to general education and the specific accountability of this position.
- Knowledge of treatment documentation methods and privacy requirements for data
- Ability to analyze and use multiple data sources to make sound instructional decisions
- Ability and willingness to collaborate with colleagues and actively participate in professional learning communities
- Ability to use technology and incorporate/teach 21st century skills
- Computer expertise or an expectation to learn Infinite Campus
- Positive public relation skills, professionalism, strong work ethic, ability to develop positive relationships with school and community
- Ability to demonstrate the communication skills with students, parents, and teachers to enhance the educational, personal, and social aspect of each student
- Strong commitment to system change and strong evidence of being a "team player"
- Ability to be flexible

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Maintain a personal Occupational Therapy student file with notes on activities, performance, etc.
- Assist with documentation as directed by Occupational Therapist; participate in collection of data; provide current data regarding student overall status; ensure that all official documentation for the permanent educational record is countersigned by the Occupational Therapist
- Occasionally observe and assist the Occupational Therapist
- Participate in consultation, monitoring, and direct services directed

- Responsible for engaging the student in purposeful activities related to the intervention goals and objectives, following the initial direction of the Occupational Therapist
- Implement Occupational Therapy services to students under the direction and guidelines established by the Occupational Therapist
- Provide intervention activities and environmental modifications to facilitate the student's independent function and improve effective participation in the educational process, according to the goals and objectives of the IEP and the Occupational Therapy intervention plan
- Inform Occupational Therapist of changes, providing current data regarding student's performance in Occupational Therapy and with environmental changes
- Track the need for regular yearly and triennial reviews
- Communicate with Occupational Therapist changes in status that require a re-evaluation
- Participate with the Occupational Therapist in the development of the Occupational Therapy Intervention
- Oral or written report given to Occupational Therapist in a timely manner
- Actively assist Occupational Therapist in IEP process:
- Assist in developing long and short term goals and schedule recommendations
- Attend IEP meeting as directed by Occupational Therapist and report findings and recommendation; cannot negotiate findings or interpret them
- Maintain current knowledge of all community resources available to students
- Maintain current and appropriate knowledge of special educational trends on the local, state, and national level
- Look for services or information from others when specialized expertise is needed
- Maintain professional knowledge through continuing education

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by ESS Administration

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 DEMANDS:

While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle, or feel. The work requires the use of telephone and using fingers to operate computer or typewriter keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

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| R – Rarely (Less than .5 hr per day) | O – Occasionally (.5 – 2.5 hrs per day) |
| F – Frequently (2.5 – 5.5 hrs per day) | C – Continually (5.5-8 hrs per day) |
| NA – Not Applicable | |

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping			X		
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control	X				
*Pushing/Pulling Maximum weight: 50 lbs.			X		
Lifting/Carrying Maximum weight: 50 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work; constant interruptions; daily work schedules will vary depending on student and school needs.