

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Certified Occupational Therapy Assistant (COTA)

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 180 days, hours per day determined by site and specific assignment requirements

JOB GOAL: The COTA provides unique therapeutic services to enhance the goals and objectives of eligible students under the direction of the Occupational Therapist.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCSSO.

1. May contribute to the occupational therapist's evaluation of student's abilities through a variety of functional, behavioral, and standardized assessments, data collection, checklists, and interviews with family, student and educational personnel, and observations once competency has been demonstrated.
2. May contribute to the occupational therapist's development of individualized intervention plans.
3. Based on the intervention plan, selects and implements therapeutic interventions to enhance student performance in areas of occupation, safety and social participation within the school environment.
4. Based on the intervention plan, modifies environment including equipment, materials, devices, and adapts processes including the application of ergonomic principles.
5. Explains intervention techniques to student, parents, and educational personnel.
6. Continuously monitors through observation and consultation student progress and the effect of intervention and need for continuation, modification or termination. Communicates this information to the occupational therapist.
7. Documents occupational therapy intervention services and maintains administrative records in accordance with state guidelines, school policy, and reimbursement standards.
8. Participates in multi-disciplinary team meetings to communicate student progress.
9. Maintains inventory of therapeutic equipment and projects needs for budget planning.
10. Maintains, organizes, and prioritizes workload and treatment environments including inventories.
11. Uses professional literature to make informed practice decisions.
12. Uses good time management skills.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of basic features of main occupational therapy theories, models of practice, principles, and evidence-based practice.
2. Knowledge of human development throughout the life span.
3. Knowledge of the federal, state, local legislation, regulations, policies and procedures that mandate and affect school-based occupational therapy services.
4. Ability to articulate the role of the occupational therapy assistant and the occupational therapist in the evaluation, intervention planning, intervention process.
5. Ability to articulate difference between occupation and activity.
6. Ability to analyze tasks relative to areas of occupation, performance skills, activity demands, context(s) and student factors to implement the intervention plan. Ability to recognize occupational performance deficits in the areas of personal care, student role/interactive skills, process skills, play, community integration/work, and graphic communication.
7. Ability to articulate the influence of socio-cultural, socioeconomic, and diversity factors on student occupation performance.
8. Ability to gather screening and evaluation data, complete checklists, histories, and interviews.
9. Ability to select adapt, and sequence relevant occupations and purposeful activities that support intervention goals.
10. Ability to provide occupationally based interventions to achieve student participation in school environment.

11. Ability to communicate effectively both orally and in writing.
12. Ability to maintain safe environments, equipment, and materials.
13. Ability to prepare and maintain accurate records and progress notes.
14. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
15. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
16. Recognizes and reports hazards, and conforms to safety standards as prescribed.
17. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
18. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Occupational Therapy Assistant Associate's Degree

Licenses and Certifications:

1. Certified by the National Board of Certification in Occupational Therapy
2. Valid Occupational Therapy Assistant License from the Nevada Board of Occupational Therapy
3. Valid Nevada Driver License

Screening and Compliance:

1. Ability to pass State and Federal criminal background check
2. Compliance with NCS D Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/medium-exert force to 50 lbs. occasionally; 10-25 lbs. frequently; up to 10 lbs. constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Occasional climbing and balancing. Requires mobility to work in a typical office/classroom setting, and use standard office equipment. Requires hearing and speech to communicate in person, via video conference, or over the telephone.

Vision: Frequent use of vision near acuity, occasional far acuity, depth perception, focal length change, and color vision. Vision to read printed and on-line materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Varies from a climate-controlled office/classroom setting to work outdoors in temperatures ranging from mild/moderate to extreme. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment). May be required to diffuse threatening situations/confrontations.

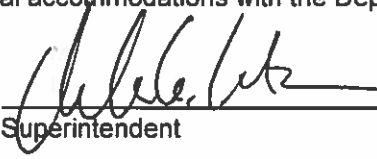
Working Conditions: Classroom or suitable workspace with supplies and equipment necessary to carry out the functions of the position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

5/17/18
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____