

COTA/LOW INCIDENCE INCLUSION SPECIALIST

Purpose Statement:

The job of COTA/Low Incidence Inclusion Specialist is done for the purpose/s of assisting students and staff with feeding, lavatory care, positioning, room access, mobility, etc. under the direction of an Occupational Therapist; communicating with Occupational and Physical Therapists; developing and recommending the purchase of low incidence equipment and/or other assistive technology; training staff in the use of materials and equipment; and providing direct occupational therapy services to eligible students within the District.

Essential Functions

- Assesses/screens students' fine motor and development skills under the general supervision of an Occupational Therapist (e.g. perceptual-motor, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining their deficits and developing recommendations.
- Assists Occupational Therapist for the purpose of supporting them in the completion of their work activities.
- Attends meetings and appointments (e.g. faculty/staff, IEP's, California Children's Services clinic, etc.) for the purpose of conveying and/or receiving information.
- Collaborates with teachers, parents, other personnel and/or outside professionals (e.g. IEP development for student growth, etc.) for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Implements therapeutic activities and instructs students, teachers, parents and other involved persons (e.g. positioning, adjusting special equipment, etc.) for the purpose of providing appropriate care to students and/or supporting the student's IEP plan.
- Participates in meetings, processes, etc. for the purpose of meeting curriculum guidelines and/or ensuring that state and federal mandates are achieved.
- Prepares a wide variety of written materials (e.g. progress reports, student activities, correspondence, IEP's, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information (e.g. student performance data, and clinical feedback, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides direct occupational therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in Occupational Therapy; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: health standards and hazards; and safety practices and procedures

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: maintaining confidentiality; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under a generally hazard free environment.

Experience Job related experience is required.

Education Community College and/or Vocational School degree with study in job related area.

Required Testing

CAPE/Instructional Assistant Test
Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

COTA Certificate

Continuing Educ. / Training

Maintain Certification

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clafd 28