



Job Description

Title: Certified Occupational Therapist Assistant (COTA)	FLSA Status: Non-Exempt	Months: 10
Supervisor: Director of Special Education	Supervises: N/A	Range: 29
Department: Special Education	Bargaining Unit: Classified	Approved: 10/9/2025

JOB SUMMARY:

Under the clinical supervision of a licensed and/or registered Occupational Therapist (OT) and the Special Education Director, the COTA is primarily responsible for assisting in supplementing, enhancing, and extending occupational therapy services by completing a variety of tasks including, but not limited to, activities designed by the OT to assist with assessment, intervention, treatment, and activities to enhance motor, sensory, self-regulatory, feeding, and other functional abilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with screenings, assessments, and occupational therapy services
- Follow and implement documented IEP plans and protocols and treatment plans established by the OT, including exercises and activities
- Documents student progress toward meeting established objectives and report information to the OT
- Assist the OT during assessments with formal documentation
- Prepare therapy materials and/or equipment for use in the classroom and therapy activities
- Adapt or modify instructional materials and/or equipment as determined by student needs and abilities for teacher use in the classroom
- Assist in maintaining student records, tallying data, preparing charts, records, graphs, and reports, maintains service logs, participates in Medi-Cal billing
- Assist in organizing classroom activities such as displaying educational materials, arranging furniture to facilitate instructional requirements and create an orderly and clean learning environment
- Implement behavior management programs for students as designed by certified staff, observe and report significant student behavior, behavioral patterns, and/or other problems to the OT
- Modify and differentiate lessons to meet students' needs and progress with guidance from OT
- Work with students individually and in small groups
- Collaborate with the student's IEP team

EXPERIENCE:

Previous work experience with children (ages three to twenty-one); experience working in a school setting; and experience working as a member of a transdisciplinary team. Additional experience working collaboratively with families as well as experience working with special needs children is desirable.

QUALIFICATION:

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.

- Interpersonal skills including tact, patience, and courtesy
- Public relations skills for building the program
- Modern office practices, procedures and equipment
- Operation of a computer and assigned software
- Training and coaching skills as a member of a multidisciplinary team

KNOWLEDGE OF:

- Occupational therapy equipment, materials, procedures, and methodologies
- Child development, learning patterns in children, physical and mental disorders that can affect pediatric occupational performance; including student behavior management techniques and strategies

ABILITY TO:

- Assist in the assessment of developmental status and educational needs of young children
- Work collaboratively in teams and with families
- Ability to plan and prioritize your work day
- Ability to coordinate complex schedules across multiple school sites
- Ability to clearly communicate ideas and requirements to colleagues at varying levels, be an active listener, respond to questions, voice concerns and offer suggestions to create a collaborative work environment

LICENSES, CERTIFICATION, AND OTHER REQUIREMENTS:

- Associates degree from an ACOTE- accredited program (Accreditation Council for Occupational Therapy Education)
- COTA certified by NBCOT (National Board of Certification in Occupational Therapy)
- Must be licensed/certified by the California Board of Occupational Therapy and in good standing in the State of California
- Possession of a valid California driver's license
- First Aid and CPR Certification

WORKING CONDITIONS:

- Work Environment:
- Office/school site

PHYSICAL DEMANDS:

- Ability to stand and/or circulate for extended periods of time
- Ability to see for purposes of reading printed materials pertaining to this position and observing staff/students
- Ability to hear and understand speech at normal levels
- Ability to communicate so others will be able to clearly understand processes and expectations
- Ability to bend, twist, stoop, kneel and reach in all directions
- Ability to lift to 50 pounds

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed.