



Position Title: Certified Occupational Therapy Assistant
Bargaining Unit: Grand Rapids Association of Child Care Workers, Employment Training Specialist, Non-Certified Teachers, Licensed Practical Nurses, Certified Occupational Therapist Assistants and Physical Therapy Assistants (GRACEN)
Rate of Pay: Determined by the collective bargaining agreement
Earning Days: Determined by the negotiated calendar

GRPS MISSION: Our mission is to ensure that all students are educated, self-directed and productive members of society.

SUMMARY OF POSITION:

The Certified Occupational Therapy Assistant (COTA) works under the supervision of a Registered Occupational Therapist (OTR). The COTA will work with students, while carrying out student goals and instructional objectives as specified in their independent Educational Plans (IEP).

ESSENTIAL JOB FUNCTIONS

Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:

JOB FUNCTIONS:

- Assist in providing Occupational Therapy in the following areas:
 - Departmental evaluations on assigned caseload.
 - Instruction of teachers/paraprofessionals/non-certified staff who assist with classroom groups.
 - Writing of instructional objectives for assigned students, to be approved by supervising OTR.
 - Maintenance of records regarding progress on instructional objectives.
 - Writing of clinic reports and other medically related information for assigned caseload, as assigned by supervising OTR.
 - Organizing "job skills" for assigned classrooms.

- Keeping work area and atmosphere of classroom equipment and/or instructional materials.
- Modifying and maintaining equipment and/or instructional materials.
- Making adaptive equipment as needed.
- Attend parent/teacher conferences, team meetings, Individual Education Planning Committee (IEPC) meetings, staff meetings, and appropriate in-services.
- Perform other tasks as requested.
- Follow policies and procedures of the building(s) to which he/she is assigned, of the Special Education Division, and of the Grand Rapids Public Schools.
- Interact with co-workers, administration, students, parents and the community in positive, supportive and cooperative ways.
- Other duties as assigned.

This description describes the type and level of work performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required in the position.

REQUIRED QUALIFICATIONS:

- Must have A) completed at least two years of study at an institution of higher education (60 Credits); B) obtained an associate's or higher degree; or C) achieved a passing score on an MDE approved assessment.
- COTA certification by the American Occupational Therapy Association.
- Licensed as a COTA by the State of Michigan.
- Experience with handicapped individuals (including children) preferred.
- Demonstrated good attendance and punctuality.
- Excellent effective communication skills (verbal and written).
- Demonstrated ability to work independently.
- Demonstrated ability to respect the confidentiality of student information.
- Demonstrated ability to deal with students, parents & staff in a tactful and courteous manner.
- Demonstrated ability to work as a member of a team.
- Demonstrated ability to work in a diverse environment.

ADA REQUIREMENTS:

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 to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, bend at the knees, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment) and work on the floor on a continuous basis. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

Additional Physical Demands:

- Must be able to withstand exposure to all types of weather.
- Must be able to physically push wheelchairs.
- Must be able to physically attach wheelchairs to tie-downs in the school vans.
- Must be able to physically restrain students, when required.
- Must be able to assist students with standing, transferring and walking.

WORK ENVIRONMENT:

The noise level in the work environment is usually loud to moderate.

MENTAL FUNCTIONS:

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

METHOD OF APPLICATION:

Grand Rapids Public Schools manages employment applications online. Applications must be completed online at <https://grps.tedk12.com/hire>. No hardcopy applications/resumes will be accepted for this position. Computer terminals are available in the GRPS Franklin Campus lobby from 8:00am – 4:00pm, Monday-Friday, for applicant use (Monday – Thursday during the summer).

Non-Discrimination

The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran or military status.

Americans with Disabilities Act accommodations: Assistance with the application process may be requested through the Human Resources Department at [616 819-2022](tel:6168192022) or humanresources@grps.org