



We are pleased to announce that we are seeking qualified applicants for the position of
CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

POSITION(S): 1 Certified Occupational Therapy Assistant (COTA)
40 hours/week, Mon-Fri, 189 days/year

LOCATION: Central Oregon

START DATE: August 31, 2022 or as soon as possible

SALARY RANGE: As established by bargaining agreement, Classified Wage Schedule, starting range \$18.71 - \$22.76/hr DOE
 Benefits include family insurance package, sick leave and paid holidays, generous PERS contribution

QUALIFICATIONS: **DEFINITION**
 The occupational therapy assistant administers occupational therapy services under the supervision of a licensed Occupational Therapist, for assigned children and students in educational settings, including assisting in evaluation, direct therapy, consultation and training to education staff and families.

QUALIFICATIONS

Associate’s degree (AA) with a certificate from an accredited occupational therapy assistant program or equivalent from two-year college or technical school. A valid Occupational Therapy Assistant licensure by the Oregon Occupational Therapy Licensing Board is required. Two or more years of clinical experience in pediatrics or in an educational setting is preferred. Effective oral and written communication skills are expected. Without significant risk of injury must be able to stand and stoop, kneel, crouch, or crawl and at times lift and move up to 50 pounds. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for additional information and responsibilities.

APPLICATION PERIOD: Open until filled

CONTACT:

DIRECT YOUR INQUIRES REGARDING THIS POSITION TO
 Amy Joynt, 541-693-5707, amy.joynt@hdesd.org

A COMPLETE APPLICATION INCLUDES

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website www.hdesd.org or through Recruit & Hire site <https://highdesert.tedk12.com/hire/Index.aspx>)
- Three (3) professional letters of recommendation

DIRECT YOUR MATERIALS REGARDING THIS POSITION TO

Kristen Johns, Human Resources Manager
 High Desert ESD
 2804 SW Sixth Street
 Redmond Oregon 97756
 Fax 541.638.9654
kristen.johns@hdesd.org

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee’s wages be paid via direct deposit to a bank account or paycard.

APPROVED: 8/25/2022

DIRECTOR OF HUMAN RESOURCES
Posting # C22-23/128

Oregon Health Authority administrative rule 333-019-1030 requires that, by October 18, 2021, all teachers and school staff either be fully vaccinated against COVID-19 or have been granted a medical or religious exception. “Fully vaccinated” is defined as the point in time 14 days after receiving all required doses of an approved COVID-19 vaccine (currently two shots of Pfizer or Moderna vaccine, or one shot of Johnson & Johnson vaccine).
Upon job offer, and prior to their first day of work, successful candidates will need to submit proof of COVID-19 vaccination or a medical or religious exception.

OCCUPATIONAL THERAPY ASSISTANT

Definition

The occupational therapy assistant administers occupational therapy services under the supervision of a licensed Occupational Therapist, for assigned children and students in educational settings, including assisting in evaluation, direct therapy, consultation and training to education staff and families.

Qualifications

Associate's degree (AA) with a certificate from an accredited occupational therapy assistant program or equivalent from two-year college or technical school. A valid Occupational Therapy Assistant licensure by the Oregon Occupational Therapy Licensing Board is required. Two or more years of clinical experience in pediatrics or in an educational setting is preferred. Effective oral and written communication skills are expected. Without significant risk of injury must be able to stand and stoop, kneel, crouch, or crawl and at times lift and move up to 50 pounds. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Classification Classified

Reports to Assigned Occupational Therapist/Program Supervisor

Performance Responsibilities

1. Prepares and utilizes materials and equipment to effectively meet individual student learning needs.
2. Maintains detailed records of treatment, observations and progress of each student.
3. Displays knowledge of, or is able to research etiology, characteristics and prognosis of major handicapping conditions.
4. Displays knowledge of normal developmental sequences and learning patterns in the areas of sensory, motor, psycho-social and cognitive development.
5. Provides occupational therapy services and treatments in areas of fine motor, sensory processing, self-care activities, and daily living skills (including safe eating and dressing)
6. Assists students in use of computer hardware, software and technological devices such as keyboards.
7. Assists specialists (OT, PT, SLP, Vision), families, and school staff with selection and procurement of appropriate equipment/devices for use with students.
8. Selects, acquires, manages, designs and/or constructs adaptive devices, equipment or other assistive technology to enhance independence in the educational setting, in areas such as, but not limited to positioning, handwriting, keyboarding, feeding and communication.
9. Monitors fit of braces and prosthetics.
10. Assist Occupational Therapist in gathering assessment data regarding student functioning, abilities, or use of adaptive equipment.
11. Evaluates need for specialized or adapted equipment for safe positioning during transportation to/from and within the educational setting.
12. In conjunction with supervising therapist, writes necessary assessment summaries and recommendations in a clear, informative and timely manner.
13. Attends IFSP and IEP meetings, and other team meetings as appropriate.
14. Maintain regular attendance at work. Be punctual in meeting deadlines, attending meetings and following schedules.
15. Work well within a team. Promote good staff morale and put team needs above individual needs.
16. Collaborate with others to complete tasks and solve problems in a positive manner
17. Communicate effectively in a courteous, tactful and professional manner.
18. Participate in the Medicaid billing process for school-based services as directed.
19. Utilize teleservice platform to provide services to educators, students and district staff as directed.
20. Maintain knowledge of and follow special education rules, regulations and procedures.
21. Utilize a variety of communication tools for correspondence.
22. Participate in activities and meetings by program, department, regional and state groups.
23. Plan, assign and oversee the work of program assistant.
24. Manage multiple priorities and timelines.
25. Adhere to code of professional ethics and conduct.
26. Assists OT in preparation of records and reports for eligibility evaluations, services, IEPs/IFSPs, and transitions according to program procedures or as directed
27. Fulfill other related duties as assigned

Terms of Employment

Salary benefits and vacation are established by policy and the collective bargaining agreement.