



## POSITION OPENING

### PROGRAM SUPPORT STAFF- CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

As a skilled technical worker, the Certified Occupational Therapy Assistant assists the Occupational Therapist in many routine tasks necessary to carry on the therapy treatments for the disabled child.

#### **ESSENTIAL FUNCTIONS**

1. Provides occupational therapy programs or portions thereof to individual students or small groups.
2. Accepts responsibilities for student's personal care and environment through the treatment.
3. Carries out programs which address therapeutic exercise, proper positioning, and activities of daily living.
4. Fabricates and maintains adaptive equipment.
5. Carries out feeding program established by Occupational Therapist. (OTR)
6. Carries out gross and fine motor groups as directed by OTR.
7. Gathers and records data to document progress toward IEP objectives established by OTR.
8. Assists OTR during tests, evaluations or complex treatments.
9. Carries out responsibilities appropriate to the established occupational therapy service.
10. Participates in clerical and reception activities.
11. Orders and maintains supplies/special equipment needed in occupational therapy.
12. Maintains regular attendance; adheres to board policy and the mutually bargained leave and attendance terms as stated in the collective bargaining agreement.
13. Performs related duties as assigned.

#### **RELATIONSHIPS**

Work is performed under the general supervision of the principal and carried out with the direction of the Occupational Therapist.

#### **MINIMUM QUALIFICATIONS**

1. Successful completion of a two-year college program for Certified Occupational Therapy Assistants that leads to an associate degree and that has been approved by the American Occupational Therapy Association.
2. Eligibility for state licensure.
3. Health status appropriate to the physical and emotional demands of the job.
4. Affiliation with the American Occupational Therapy Association by registration, certification, and/or membership.
5. Demonstrated competency for successful performance of the responsibilities listed.
6. Demonstrated aptitude and ability to use human relations skills in working with staff, students and parents.
7. Documented successful work experience.

#### **EMPLOYMENT INFORMATION**

Benefits: Consistent with Professional-Technical Agreement

(continued)

## **APPLICATION**

Interested candidates should apply online at [http://www.rentonschools.us/Departments/Human\\_Resources](http://www.rentonschools.us/Departments/Human_Resources). All candidates should apply specifically for individual positions to ensure consideration for each opening in which you are interested.

### **Out of district applicants**

In addition to the online application, out of district applicants are required to submit the following:

- 1) A current resume containing a summary of education and work experience.
- 2) At least two current letters of recommendation from employers and/or volunteer work.

### **In-district applicants**

In-district applicants should click on "district employee" within the online system and apply specifically for positions available. In addition, in-district applicants are required to submit the following:

- 1) A current resume containing a summary of education and work experience.
- 2) At least two current letters of recommendation from employers and/or volunteer work.

Our mailing address for supplemental application materials is the Renton School District Human Resources Department, 300 SW 7<sup>th</sup> Street, Renton, WA 98057. Please call 425-204-2350 if you need assistance. For further information about the Renton School District, please visit our website at [www.rentonschools.us](http://www.rentonschools.us).

**Applicants selected for hire will be required to provide a social security card for payroll purposes prior to beginning employment.**

**Verification of identity and United States work authorization must be completed before employment commences. Successful Washington State Patrol check and FBI fingerprint report, in accordance with state law, is required for continued employment.**

The Renton School District No. 403 provides equal opportunities in education and employment and does not discriminate on the basis of race, honorably-discharged veteran or military status, religion, sexual orientation, color, national origin, sex, age, marital status, or disability. For specific information contact ADA coordinator Rob Macgregor, Assistant Superintendent Instruction: Learning and Teaching (425) 204-2318, or Title IX coordinator, Paul Apostle, Assistant Superintendent, Human Resources (425) 204-2370.

For information regarding other job openings in the Renton School District, please **visit our website at [www.rentonschools.us](http://www.rentonschools.us)** or email us at [Human.Resources@RentonSchools.us](mailto:Human.Resources@RentonSchools.us).