

# Anoka Hennepin Independent School District #11

## Position Standard

### **Paraeducator – COTA**

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**Certified Occupational Therapy Assistant** assists Occupational Therapists in administering occupational therapy services in grade K-12 for physically, developmentally, mentally or emotionally disabled students by performing the following duties.

#### **Essential Functions and responsibilities under the direct supervision of the Occupational Therapist (OT):**

- Travel to and from schools to implement direct and indirect OT service.
- Assist with data collection through informal observations and assessment.
- Collaborate on student progress with a registered OT.
- Provide modifications / adaptations on equipment, tools, and materials.
- Maintain equipment.
- Inventory and ordering of supplies and equipment.
- Supervise OT fieldwork students.
- Perform other duties as assigned.

#### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Successfully completed a two-year program from an accredited institution for Occupational Therapy Assistant and be currently licensed by the State of Minnesota Department of Health.
- Good communications and interpersonal skills.
- Well organized and efficient.
- Ability to work cooperatively with students and staff.
- Ability to take direction.
- Ability/desire to work effectively with students, this may include students who display aggressive, abusive or inappropriate verbal and/or physical behavior.
- Ability/desire to work with technology and computers.
- Ability to lift students, and to remain calm in stressful emergency situations.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Must be able to lift a minimum of 40 pounds.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

#### **The following physical capacities are required:**

- Strength:** The ability to manage one's own weight and the additional weight of equipment or another person in daily duties.
1. Minimum level of strength - dead lift 1/3 body weight or a minimum of fifty pounds.
  2. Carry a minimum of forty pounds at waist level for a distance of sixty feet.
  3. Push, pull, lift and carry a minimum of fifty pounds.
- Flexibility:** The ability to move freely in various directions and the ability to bend or stretch freely in all situations according to work demands.

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### **The following physical capacities are required (continued):**

1. Normal, unrestricted, active range of motion at the back and hips, elbow, shoulder, ankle, knee, neck and wrist.
2. Functional use of the body in routine movements requiring bending, stretching, reaching, extending, and flexing.

**Endurance:** The ability to maintain effort throughout tasks and the workday, including cardio respiratory endurance.

**Agility:** The ability to change body directions rapidly with fluid movement in order to accomplish a task in a smooth and efficient manner.

### **Physical Factors includes:**

Constant: walking, pushing, stooping, squatting, repetitive arm, simple grasp, hearing, visual accommodation:

Frequent: lifting waist to chest, lifting below waist, pulling, kneeling, twisting, reaching, tasting/smelling, near vision, midrange vision, depth perception, field of vision:

Occasional: standing, sitting, reclining, lifting above shoulders, carrying, climbing, balancing, crouching, repetitive foot, firm grasp, fingering, feeling, talking far vision.