

OZARK R-VI SCHOOLS
JOB DESCRIPTION

TITLE: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

QUALIFICATIONS:

1. Current Missouri Occupational Therapy License
2. Associate degree in Occupational Therapy from an accredited program
3. Ability to communicate effectively
4. Basic technological skills

REPORTS TO: Executive Director of Special Services

JOB GOAL: To provide students of the Ozark R-VI School District with educational instruction which will foster and accelerate their intellectual, physical, social and career development.

PERFORMANCE RESPONSIBILITIES:

1. Participates in appropriate Professional Development activities.
2. Participates as a member of a multi-disciplinary team to assist in the development of individual goals based on the individual's assessed needs under the supervision of the Occupational Therapist.
3. Administer standardized tests under the direction of the Registered Occupational Therapist
4. Provides direct student services including implementation of treatment plans based on the Individualized Educational Program in accordance with Special Education policies and procedures.
5. Provides direct staff support services including in-service training.
6. Provides consultative suggestions/recommendations under the supervision of a Registered Occupational Therapist.
7. Completes required documentation in a timely and efficient manner.
8. Incorporates appropriate safety procedures, devices, and equipment while performing specified job duties. Working knowledge of principles and practices of professional occupational therapy and ability to apply them.
9. Working knowledge of the use of occupational therapy materials and equipment.
10. Ability to coordinate and provide occupational therapy and supervise individuals using strategies or principles of occupational therapy.
11. Ability to keep pertinent records and make clear and concise oral and written reports.
12. Ability to communicate effectively with a variety of individuals, including other professionals, parents, administrators etc.
13. Ability to schedule therapy sessions and documentation periods using time efficiently and effectively.
14. Ability to establish and maintain collaborative working relationships with others.
15. Demonstrated knowledge of students served.
16. Adherence to all Special Education policies and procedures.
17. Performing additional duties as assigned by supervisor.

PHYSICAL DEMANDS: Ability to transport self daily to various District sites. Must be able to stand, walk, stoop, provide for toileting and specific hygiene needs, transfer, feed, provide for specific physical intervention when required. Must be able to lift 25 to 50 pounds.

TERMS OF EMPLOYMENT: Will vary depending on need

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the Executive Director of Special Services

APPROVED BY SCHOOL BOARD: March 19, 2015