



PROFESSIONAL CERTIFIED

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

JOB DESCRIPTION

JOB TITLE: ProfI - Certified Occupational Therapy Assistant **FLSA STATUS:** Non-Exempt
REPORTS TO: Director of Special Education **PAY GRADE:** CLS-13
LOCATION: Education Support Services **DAYS:** 192
JOB ID & DATE: CLS-70, October 2023

JOB PURPOSE SUMMARY

The Certified Occupational Therapy Assistant (COTA) supports licensed Occupational Therapists (OTs) in providing therapeutic services to individuals who require occupational therapy to improve their daily living skills, independence, and overall quality of life. The COTA works under the guidance of the OT, implementing therapy plans, documenting progress, and helping clients achieve their therapy goals.

REQUIREMENTS

Education Level Details

Associate's degree in Occupational Therapy Assistance from an accredited program

License / Certification Required

Colorado state licensure as a Certified Occupational Therapy Assistant (COTA)..

Work Experience Required

Prior experience in occupational therapy or related healthcare settings is often preferred

Other Skills and Abilities Required

Compassion, empathy, and strong interpersonal skills to connect with clients and their families.
Excellent communication skills to interact effectively with clients, and support staff.
Proficiency in understanding and implementing occupational therapy principles and techniques.
Adaptability to changing therapy plans and the flexibility to cater to individual client needs.
Organizational skills to maintain accurate client records and documentation.
Physical stamina and dexterity to assist clients in therapy exercises and activities.
Adherence to ethical, legal, and professional standards in the field of occupational therapy

KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential Duties

- Collaborate with the OT to assess the specific needs and challenges of students, including their sensory, motor, and developmental statuses.
- Implement therapy activities and exercises based on the guidance and goals set by the OT. These interventions aim to improve students' academic, social, and daily living skills.
- Work with the educational team to develop individualized education plans (IEPs) or 504 plans for students requiring occupational therapy services.

- Maintain detailed records of student progress and therapy interventions, continuously updating and adapting therapy plans to address individual needs.
- Collaborate with teachers, special education staff, and parents to support students in their classroom environments, ensuring they can fully engage in academic and social activities.
- Provide guidance and interventions to address sensory processing challenges, helping students better manage sensory information and self-regulate.
- Teach students how to use assistive devices and adaptive equipment to enhance their independence and participation in school activities.
- Foster students' self-confidence and motivation through emotional support and encouragement, ensuring their active participation in the therapy process.
- Establish effective communication with students, their families, educators, and the school team to ensure a collaborative approach to student support.
- Maintain a safe therapy environment, adhere to relevant safety protocols, and ensure the safety of students during therapy sessions.
- Educate students and their families on the benefits of therapy, providing strategies for students to carry over progress in school and home settings.
- Ensure the proper maintenance and cleanliness of therapy equipment and tools used in school-based therapy.
- Uphold ethical and professional standards in all aspects of the role, including maintaining students' confidentiality and dignity.

Other

- Perform other job-related duties as assigned

SUPERVISORY RESPONSIBILITIES

n/a

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

Work Environment: While performing the duties of this job, the employee will work primarily in a school environment including classrooms, cafeterias, hallways, playgrounds, gyms, and other

spaces accessible to students. The Employee may be required to work from a remote location in the event of a district shut-down or other event.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: _____
Signature: _____

Employee ID Number: _____
Date: _____