

SEDALIA SCHOOL DISTRICT #200

Job Title: Occupational Therapist Asst (COTA)

Job Overview

- Occupational Therapist Salary Schedule
- Employed for a period of 185 days as set in the annual calendar or as specified by the Director of Special Services
- Reviewed annually with recommendation for re-employment by April 15
- Reports to Director of Special Services

Qualifications

- Proper credentials
- Occupational Therapist License by the State of Missouri
- Understanding of the role of occupational therapy and the public school's relationship to the community and the people served
- Capacity to make thoughtful decisions based on facts, knowledge, and insight, and the courage to stand by the results
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Ability to follow directions under Occupational Therapist supervision
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Other Working Conditions

- Employed in April with contract effective July 1
- Vacations, leave policies, and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Be a member and participant in the activities of professional organizations vital to the development of professional excellence
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

Responsibilities and Duties

- Possess a thorough understanding of, and an ability to relate to, youth
- Capacity to accept criticism calmly and with dignity, and without adopting a defensive attitude
- Participate in the total educational program of the school and exhibit interest in the student activities both inside and outside the classroom
- Available for consultation with students, parents, and other personnel before and after regular school hours
- Handle requests, misunderstandings, or difficulties through proper administrative channels
- Promote the welfare of the school
- Responsible for the safety, conduct, and instruction of students in their charge
- Responsible for the progress of students for whom they instruct
- Monitor/consult with school health nurse regarding health-related issues reflecting student achievement
- Maintain current knowledge and skill in Occupational Therapy methodology

- Maintain accurate records for student reporting (IEP, etc.)
- Take proper care of school facilities and equipment to prevent abuse and misuse
- Maintain communication and a working relationship with members of the staff and District Office staff
- Attend regular and special meetings as required by the administration
- Work cooperatively with the directors, district coordinators, occupational therapists, and administrators
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the Director of Special Services

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.