

Updated 3/2016

TITLE OF POSITION: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

CLASSIFICATION: Specialist

LOCATION: Schools

SUPERVISOR: Student Support Services Administrator

GENERAL DESCRIPTION: The certified occupational therapy assistant (COTA) provides support to occupational therapists. COTA's may provide therapy services to designated students and assist with record keeping and clerical duties related to student therapy.

DUTIES AND RESPONSIBILITIES:

The certified occupational therapy assistant may perform all or some of the responsibilities defined below:

1. Provide direct occupational therapy services to students eligible for services and under the direction of the occupational therapist.
2. Assist with documentation of assessment results, IEP goals and objectives, 504 accommodations, and progress reports.
3. Assist occupational therapist with assessing students' fine motor and development skills.
4. Attends meetings and workshops.
5. Assist with ordering, adapting, fabricating and maintaining individual student and general therapeutic equipment.
6. Engage in routine collaboration and communication with therapist.
7. Assist with maintenance of files and records.
8. Acts as a role model to demonstrate appropriate behavior to students and teach expected behaviors across educational settings.
9. May provide services at multiple work sites, including transporting a variety of items and equipment.
10. Assist with preparation of therapy materials.
11. Performs related duties as assigned.

Each of the positions at the specific school serves as one unit of the whole team, and as such, is subject to assignment to tasks in other areas within the classification.

QUALIFICATIONS/ABILITIES:

1. Licensed as a Certified Occupational Therapy Assistant.
2. Have basic knowledge of developmental skills and sequences of children from birth-21
3. Must be able to work in a team setting and take direction.
4. Ability to assist students in transferring in/out of wheelchairs and to/from adaptive equipment, including changing tables.
5. Ability to lift 50 pounds and lift with assistance as per district training/policy.
6. Ability to communicate effectively with students, parents, district staff, and medical personnel.

7. Ability to use proper grammar and English in both verbal and written communication, as well as the usage of correct spelling and basic mathematics.
8. Demonstrated ability to prioritize and work independently with a minimum amount of supervision.
9. Ability to perform first aid or CPR. Must have first aid certification or obtain within 30 calendar days of hiring.
10. Experience in a school setting with students is preferred.
11. Must respect confidential nature of student information and conversations regarding students.
12. Basic record keeping skills.
13. Basic computer knowledge including Microsoft Word, Excel, and Outlook.
14. Must have access to reliable transportation.

Testing may be used to determine knowledge of pertinent skills.

AN EQUAL OPPORTUNITY EMPLOYER