



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Certified Occupational Therapy Assistant (COTA)
Department / Location:	School Building
Reports to:	Director of Student Services and Building Principal
Employees Supervised:	None
Classification:	School Year
Status:	Non-Exemp
Created / Revised:	September 2025
Board Approved:	N/A

Position Summary

Under the direction of the Director of Student Services and the Building Principal and with guidance from the Occupational Therapists, the Certified Occupational Therapy Assistant (COTA) follows a treatment plan/Individualized Education Program (IEP) goals developed by the Occupational Therapists. This position works to improve, develop, restore, or maintain a student's active participation in self-maintenance, work, leisure, and play in educational environments.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide direct service to students according to their written treatment plans/IEPs developed by the Occupational Therapists.
2. Assist in collecting data and evaluating and maintaining records and documentation.
3. Recommend modification of treatment approaches to the Occupational Therapists to reflect students' changing needs.
4. Adapt environments, tool, materials, and activities according to the students' needs.
5. Communicate and interact with other team members, school personnel, and families in collaboration with the Occupational Therapists.
6. Maintain treatment areas, equipment, and supply inventory, and retrieve and deliver equipment from storage area as needed.

7. Communicate with classroom teachers and parents regarding appointments and needs.
8. Assist with clerical responsibilities, including, but not limited to: filing, finding information, and copying reports.
9. Maintain records of service provided.
10. Develop and maintain a daily schedule and include sites, students/classrooms, and other activities/duties.
11. Travel to and amongst schools to provide service.
12. Lift, transfer, and position children and equipment as necessary to provide treatment.
13. Attend work regularly.
14. Perform other duties as assigned.

Additional Job Functions

1. Maintain knowledge of administrative procedures and timelines and be able to communicate these to other staff and families. Plan ahead recognizing the cycle of work and projects that repeat from year to year.
2. Maintain knowledge of software and equipment used to perform duties, such as: student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.

Knowledge, Skills and Abilities

1. Must be highly organized and be able to work with nominal direct supervision.
2. Must enjoy detail-oriented work requiring a high level of accuracy.
3. Must have excellent written and verbal communication skills.
4. Must be well organized and demonstrate initiative.
5. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills.
6. Must understand the need for teamwork, timeliness and accuracy.
7. Must be able to maintain self-control under stressful situations and deadlines without exhibiting negative behaviors.
8. Must be able to maintain confidentiality of sensitive information, and interact with others to accomplish tasks without arousing hostility.
9. Must have knowledge of good grammar, spelling, punctuation and basic math abilities.

Working Conditions

1. Outdoor playground environment.
2. School environment.
3. In-home therapy for students who participate in homebound schooling.
4. Community setting for older students- highschool & transition program.

Physical Requirements

1. Must be able to sit or stand for prolonged periods, up to 6 hours in an eight-hour day, with or without back support.
2. Must be able to perform light physical work, occasionally lifting up to 50 pounds without assistance in both indoor and outdoor settings.
3. Must be able to communicate effectively on the telephone and in person to provide information and assistance.
4. Must be able to move throughout the building and from building to building.
5. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
6. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment such as fax machine, copier, etc.

7. Hearing activity requires the ability to participate in numerous conversations throughout the day, both in person and over the telephone.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.
9. Must have the ability to maintain concentration and focus on tasks requiring timeliness and accuracy.

Education and Experience

1. High school diploma or equivalent.
2. Previous K-12 school-based COTA experience, or previous experience as a COTA working with children preferred.
3. First Aid/CPR training preferred.

Licenses and Certifications

1. Valid Wisconsin Department of Public Instruction Occupational Therapy Assistant License (O052), or ability to obtain license upon hire required.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.