Job Description **10.11**
MOORE PUBLIC SCHOOLS

Job Title: Certified Occupational Therapist Assistant (COTA)

Qualifications: American Occupational Therapy Certification (AOTCB) and licensed by the Oklahoma State Board of Medical Licensure & Supervision

Education: Associate Degree in Occupational Therapy

Training or Experience Required: Prefer one or more years experience in a public school or other pediatric setting.

Special Skills, Knowledge, Abilities:
Good knowledge of normal and abnormal development and therapeutic techniques.

Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive clear instructions and respond to inquiries. Includes filling out forms.

Reading and Interpreting: Reads and interprets written or printed materials such as medical records/charts, diagrams, instructional material.

Tools and Equipment Usage: Uses specialized equipment with expertise acquired through extensive experience and/or training.

Site: Various

Reports to: Director of Special Services/Asst. Director of Special Services

Job Goal: (Purpose of Position): Performs professional level occupational therapy duties to improve or maintain the student=s level of physical/motor functioning to facilitate optimal learning through the identification of problems, assessment and treatment programs. Executes an educationally therapeutic occupational therapy program under the general supervision of the OT.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with other staff members, medical community, and public to determine actual information needed and to assist with developing and implementing IEP=s.

Other Performance Measures: Knowledge of subject matter; Cares for and effectively assists students with special concerns; Establishes guidelines with effective learner objectives; Encourages effective learning with proper teaching techniques; Ensures students are acquiring skills and knowledge to apply principles, theories and other learning; Properly monitors student progress (grading, feedback, etc.) and provides environment to encourage independent thinking challenges for more motivated students; maintains proper classroom/media center discipline.

Contributes to effectiveness/quality of district programs, including extracurricular programs; Keeps accurate records, reports, etc. pursuant to district policy; Actively supports and looks for ways to improve the quality of customer service as provided by the district; Cooperates with other district personnel to improve the quality of education; When serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; Continues to be involved in personal growth and development.

Essential Job Functions:

1. Assists the OT in the identification and initial referral of disabled children. Performs screening for possible occupational therapy (OT) referral.

2. Assists the OT with assessment and evaluation procedures for disabled students.

3. Makes recommendation for intervention and acts as an IEP team member. Provides input or assists in writing IEP=s.

4. Provides occupational therapy services under general supervision of OT.

5. Supervises consults and instruct school personnel and parents in therapeutic management of students. Provides formal and informal in-service to administrators, parents, and teachers regarding programs associated with OT.

6. Provides written documentation of assessment, interventions, progress, home programs and program needs and changes for individual students.

7. Provides/directs clinical instruction to students.

8. Travels to various sites as needed to provide OT services.

9. Attends necessary workshops and continuing education to maintain certification and licensure. Adheres to State and Federal law.

10. Performs other duties as assigned.

Supervision exercised: An incumbent does not supervise other employees.

Physical/Mental Requirements and Working Conditions:

In a workday, the employee performs frequent bending/stooping; squatting/crouching; crawling/kneeling; and pushing and pulling. Employee=s job requires frequent carrying/lifting of up to 50 pounds to transfer and carry equipment for treatment sessions to various sites. Must be able to safely transfer and stabilize students during therapy.

Employee must possess manual dexterity/visual ability to operate vehicle and other equipment/machines effectively. Employee must possess hearing/speaking ability to communicate with staff, patients, etc. Employee must use due concern to prevent the spread of infection due to equipment and physical therapies.

Terms of Employment: 188/7.25 hours

Salary: Category H

Evaluation: Performance of this job will be evaluated in accordance with Board Policy

Approved 02-12-01