

CERTIFIED STAFF JOB DESCRIPTION

Certified Occupational Therapy Assistant (COTA)

Reports to: Executive Director of Special Services

General Summary: Under general supervision of a Registered Occupational Therapist, a COTA will serve students by providing occupational therapy and sensory motor integration therapy in accordance with IEP goals and objectives and in accordance with district policies and procedures. The COTA will possess good people skills, flexibility, the ability to work under pressure and stay on task, be responsible, reliable, a self-starter, and have the ability to adjust to change.

Essential Functions:

- 1) Meets standards in knowledge and competence of occupational therapy.
- 2) Meets standards in knowledge and competence in the areas of program implementation through appropriate service delivery options including, but not limited to, consultation, direct intervention, and collaboration.
- 3) Meets documentation standards.
- 4) Schedules and conducts occupational therapy for the students who require services.
- 5) Plans and carries out the Individual Education Plan as part of the transdisciplinary team.
- 6) Consults with students, parents, and professionals concerning progress in occupational therapy services.
- 7) Keeps records, writes progress reports and carries on clinical correspondence concerning the students' occupational therapy.
- 8) Attends eligibility reviews and IEP meetings, as deemed appropriate.
- 9) Completes IEP paperwork for students and updates existing IEP goals for gathering progress data.
- 10) Provides information to students, parents, and professionals concerning the nature, purpose, and outcome of occupational therapy services.
- 11) Performs other duties/projects as assigned by the Executive Director of Special Services.

Qualifications:

1. **Education level** – Associate degree or appropriate education for COTA certification.
2. **Certification or Licensure** – Certification by the American Occupational Therapy Certification Board as a Certified Occupational Therapy Assistant.
3. **Experience desired** – Two to three years of successful COTA employment, either in a school setting or clinical setting.
4. **Other requirements** – Knowledge of the Special Education Process and laws. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology. Understand and support the district's Comprehensive School Improvement Plan. Must successfully pass a background check and drug test that are satisfactory to the Board of Education.

5. **Physical Requirements/Environmental Conditions:** Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Evaluated By: Occupational Therapist in collaboration with the Executive Director of Special Services

Length of Contract: 180 days

Type of Position: Exempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 3-9-17