

## **Certified Occupational Therapy Assistant (COTA)**

<b>Reports to:</b>	<b>Director of Special Education/Student Services</b>
<b>Classification:</b>	<b>Support Staff</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Terms of Employment:</b>	<b>182 Days</b>
<b>Evaluation:</b>	<b>Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.</b>
<b>Compensation:</b>	<b>According to the appropriate Support Staff salary schedule.</b>

### **JOB SUMMARY:**

Implements educationally based therapeutic programs under the supervision of an occupational therapist.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assists supervising therapist in the screening and evaluation of students as requested by therapist.
2. Implements therapy programs as written by therapist.
3. Participates in in-service training, both formal and informal.
4. Supervises COTA students.
5. Assists in the development of therapeutic programs with fabrication and monitoring of adaptive equipment.
6. Assists in maintaining the therapy area and/or department.
7. Assists in maintaining inventory and submits requisitions for supplies and equipment.
8. Participates in both formal and informal conferences relative to the student's performance as needed.
9. Maintains professional relationships with students, parents, colleagues, other professionals and the general public.
10. Maintains records of attendance and progress notes on assigned students.
11. Submits monthly reports and other reports as requested.
12. Performs other duties and responsibilities as assigned.
13. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and/or policy and procedure manuals.
14. Ability to write routine reports and correspondence.
15. Ability to communicate effectively in both one-on-one and group settings.
16. Maintains confidentiality of student records.
17. Provides necessary information related to a student's IEP and participates in meetings as necessary.
18. Other duties as assigned by the Administration.

### **SUPERVISORY RESPONSIBILITIES:**

This position does not require supervisory responsibilities.

### **QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION AND/OR EXPERIENCE:**

1. Associate's degree from an accredited program in occupational/physical therapy assistants required.
2. Missouri COTA licenses required.
3. Experience in an educational setting is preferred.
4. Maintain continuing education units as required in existing state standards for licensure.

### **COMMUNICATION SKILLS:**

1. Ability to communicate, both verbally and in writing, and interact effectively with all aspects of the school community is required.
2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

**MATHEMATICAL SKILLS:**

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.
2. Ability to perform mathematical calculations to balance assigned budget items, invoices, bills, purchase orders and other related items.

**REASONING ABILITY:**

1. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and district.
2. Identifies and resolve problems in a timely manner, gathers and analyzes information skillfully; uses reason even when dealing with emotional topics.
3. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

**OTHER SKILLS AND ABILITIES:**

1. Demonstrate organizational ability and attention to detail.
2. Ability to provide assistance to the school community as necessary.
3. Ability to work independently.
4. Excellent human relation skills.
5. Knowledge of office equipment (computers, copiers, fax machine, and related items).

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions. The employee continuously interacts with staff and the public. Travel may be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

**The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.**

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