

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Certified Occupational Therapy Assistant (COTA)	<b>JOB CODE:</b> 483B
<b>DIVISION:</b> Academic, Support and Specialized Services	<b>SALARY SCHEDULE:</b> Occupational & Physical Therapist
<b>DEPARTMENT:</b> Special Education	<b>WORK DAYS:</b> 188
<b>REPORTS TO:</b> Supervisor, Special Education and to the assigned Supervising Occupational Therapist	<b>PAY GRADE:</b> NOTA
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> To facilitate development and performance of everyday self-care pre-academic and pre-vocational activities for eligible students with disabilities.	

**REQUIREMENTS:**

1.	Educational Level: Associate Degree required
2.	Certification/License Required: Occupational Therapy Assistant License
3.	Experience: 2 years of related experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift a student up to a weight of 40 pounds without assistance; ability to perform a two-person lift for students over 40 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication; planning, organization

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Observes and assists the occupational therapist in collecting data for assessment of disabled students.
3.	Interprets assessment results to teachers, parents and other personnel.
4.	Assists the occupational therapist in developing an individual education plan for occupational therapy goals and treatment for eligible students.
5.	Administers occupational therapy in accordance with the treatment plan as stated in the individual education plan.
6.	Performs on-going evaluation of treatment programs and adapts programs as necessary to maximize results.
7.	Selects and manages adaptive equipment and/or assistive devices for use with upper trunk, arms and hands and aids in elimination of architectural barriers.
8.	Maintains records and reports.
9.	Lifts, positions, transfers and performs other special duties using lumbar belts as required to meet the needs of moderately intellectually disabled, severely and profoundly intellectually disabled, and orthopedically impaired students.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_