



Position Title: **Certified Occupational Therapy Assistant (COTA)**

Department: Special Education

Reports to: Director of Student Services and Occupational Therapist (OT)

SUMMARY: Provide occupational therapy services, under the direction and supervision of a licensed Occupational Therapist, to students, kindergarten through age 21, with disabilities to include observation, screenings, and direct individual and group therapy.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned

1. Participates in the development of therapy programs including fine motor, perceptual motor, sensory motor, activities of daily living, upper extremity movement, and switch and computer programs
2. Complete observations, and screenings as delegated and directed by OT. Work collaboratively with OT in determining the functional level of students
3. Review, monitor, evaluate, and report the student's performed and progress in meeting the goals and objectives outlined in the IEPs
4. Assist OT in selecting appropriate instructional materials and equipment as needed. Assist in ordering and maintaining appropriate materials and equipment
5. Implement therapy programs and IEP goals and objectives with individual students and/or groups of students under the direction of OT
6. Assist OT in providing in-service training of therapy related activities such as positioning, using/attaching adaptive equipment, etc., to parents, teachers, and support personnel as needed
7. Provide occupational therapy input to the team for development of IEPs for each qualified student and participate in the IEP meeting as directed by OT
8. Attend staff meetings and participate as directed by the OT on teams such as assistive technology team, feeding team, etc.
9. Maintain professional growth through in-service and continued education. Meet the requirements for maintaining and renewing COTA license
10. Establish collaborative relationships with students, parents, teachers, and support staff. Respect and appropriately consider age, gender, cultural/linguistic background, and related factors when providing services
11. Maintain the confidentiality of information pertaining to students and their families
12. Complete all required Special Education forms and reports including Medicaid billing documentation. Maintain records and communications
13. Assist in upholding and enforcing district policies and procedures, state board regulations and established administrative rules. Adhere to OAR's "Standards of Performance for Oregon Educators"

SUPERVISORY RESPONSIBILITIES: Supervises students under the direction of Occupational Therapist.

QUALIFICATION REQUIREMENTS:

Minimum Qualifications (expected to have to enter job)

- Must hold a license as a Certified Occupational Therapy Assistant as set forth by the State of Oregon Occupational Therapy Licensing Board
- BA/BS in related field
- Experience in a pediatric occupational therapy setting
- Must pass a criminal background and drug screening
- Demonstrated aptitude for successful fulfillment of assigned responsibilities

Preferred Qualifications (desired but not expected to have to enter job)

- Demonstrated knowledge of normal and abnormal developmental sequences and learning patterns
- Demonstrated knowledge of major handicapping conditions and ability to suggest treatment techniques
- Demonstrated knowledge of the role of the COTA in schools and ability to explain the role to others
- Ability to interpret OT evaluations and reports
- Ability to follow oral and written directions, including intervention plans
- Ability to work with students individually and in groups. Ability to interact appropriately with others involved in the student's program, including the teacher, parent, and other personnel
- Possess analytical skills necessary to identify and report changes in student or equipment
- Flexibility and adaptability, as the job combines direct intervention, classroom work, equipment/materials maintenance, and clerical responsibilities
- Ability to pay close attention to visual and auditory detail
- Effective written and verbal communication skills
- Ability to use standard computer software, spreadsheet/database, and e-mail programs and web browsers

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift 40 lbs. And or pus/pull up to 100 pounds. Specific vision abilities required by the job include close vision, distance vision, and peripheral vision. The employee needs to be able to tell where a sound is coming from and hear in

a noisy environment. The employee must be able to handle the stress and frustration associated with non-compliant or limited-ability students or those with behavioral, developmental or psychological disorders.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee occasionally works near moving mechanical parts in some vocational settings. The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. May be directly responsible for safety, well-being and/or work output of students.

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

I have read and understand this job description.

Signature

Date