



TITLE: Certified Occupational Therapist Assistant (COTA)

QUALIFICATIONS:

1. Certification: Occupational Therapist Assistant/valid license issued by the respective Ohio Licensure Board.
2. Education: Minimum Associate Degree

RESPONSIBLE TO: Superintendent or designee, e.g. Director of Special Education

FUNCTION: The Certified Occupational Therapist Assistant's job is to assist the Occupational Therapist to help reduce or eliminate fine motor coordination and sensory integration delays that interfere with the individual student's ability to derive full benefit from the district's educational program.

RESPONSIBILITIES:

1. Contribute to and collaborate in the evaluation process by gathering data, administering standardized tests and/or objective measurement tools, and reporting observations.
2. Contribute to and collaborate in the preparation, implementation, and documentation of the treatment/intervention plan and the discharge plan.
3. Contribute to and collaborate in choosing the appropriate treatment interventions.
4. Independently select the daily modality of choice according to the established treatment/intervention plan.
5. Document the progress and outcomes in an understandable summary.
6. Collaborate with the Licensed Occupational Therapist in order to provide quality services to the students assigned to their caseload.
7. Possess excellent interpersonal skills
8. Understand the educational, professional and reimbursement requirements for providing physical therapy in the school setting.
9. Possess excellent interpersonal skills
10. Possess a basic understanding of educational curriculum and instructional methods.
11. Strive to maintain and improve professional competence.
12. Attend staff meetings and serve on staff committees as required.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attend training sessions as determined by state or district policies and procedures
2. Attend professional development meetings and in-services as required
3. At the request of the supervisor, attend parent conferences, home visits, or team meetings with school staff.
4. Report suspected child abuse and/or neglect to authorities as required by law.
5. Promotes a positive image of the OVESC and service-area school districts.
6. Such other duties as assigned by the OVESC Superintendent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:



1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Knowledge of public school policies and practices
6. Basic computer skills
7. Ability to operate various office equipment
8. Ability to learn to operate adaptive equipment
9. Commitment to education

ADDITIONAL WORKING CONDITIONS:

1. Occasional interaction with unruly children
2. Occasional exposure to blood, bodily fluids and tissue
3. Occasional requirement to travel
4. Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
5. Regular requirement to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
6. Requirement to lift, carry, push and pull various supplies and/or equipment up to a maximum of 50 pounds

TERMS OF EMPLOYMENT: To be determined by the Ohio Valley ESC Superintendent and Board.

EVALUATION: Performance will be evaluated with provisions of the OVESC's policy.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Ohio Valley Educational Service Center Policy Manual.

EMPLOYEE SIGNATURE _____ DATE: _____