

# CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)



<b>Department:</b>	Special Education
<b>Reports To:</b>	Director/Assistant Director of Special Education
<b>Group/FLSA Status:</b>	Direct Student Staff (DSS)/Non-exempt
<b>Revised:</b>	2/27/2020

## **SUMMARY:** *(Brief description summarizing the overall purpose and objectives of the position.)*

The Certified Occupational Therapy Assistant (COTA) provides occupational therapy services to children with special needs within the school system under the direction of the Occupational Therapist Registered (OTR).

## **ESSENTIAL FUNCTIONS:** *(Typical tasks but not all inclusive – major duties of the position.)*

- Provides direct and indirect occupational therapy to students under the supervision of the OTR;
- Adapts intervention environment, tools, materials and activities and utilizes adaptive equipment and positioning strategies to maximize the functional abilities of students under the supervision of an OTR;
- Maintains records and documentation required for occupational therapy services;
- Participates in student planning meetings and IEPs monitoring progress under the supervision of the OTR;
- Collaborates with OTR regarding development and modification of student programs;
- Assists in the evaluation of students under the supervision of an OTR when appropriate;
- Adheres to all due process procedures and compliance requirements;
- Submits data for third party pay as required;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES:** *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of a Certified Occupational Therapy Assistant;
- General knowledge of school-based occupational therapy theory and practice;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, and SWWC staff;
- Ability to handle a variety of typical assignments or problems independently;
- Ability to apply fairly standard procedures;
- Ability to read and interpret basic workplace data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, teachers, and SWWC staff;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology and related software.

## **EDUCATION AND EXPERIENCE:** *(Minimum level of education and experience required.)*

- Associate's Degree as Certified Occupational Therapy Assistant.

## **LICENSES, CERTIFICATES, AND REGISTRATIONS:** *(Minimum required to perform the job.)*

- Minnesota Licensure as Occupational Therapy Assistant from MN Board of Occupational Therapy;
- National Board for Certification in Occupational Therapy (NBCOT) Accreditation;
- Valid Driver's License.

## **SUPERVISION:** *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under the oversight of the Occupational Therapy Registered and supervision of the Director of Special Education;
- No supervisory responsibilities.

**WORKING CONDITIONS:** *(Physical/sensory requirements and environmental conditions.)*

- Serves more than one school district;
- Business travel is required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is medium work requiring the exertion of up to 50 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires physical conditioning and endurance necessary to provide direct therapeutic services to a variety of students from birth to 21 in their natural environment; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

*The information contained in this 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. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.*