

## JOB DESCRIPTION

TITLE CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

### QUALIFICATIONS

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/ Experience	High school diploma or General Education Development (GED) certificate. Basic computer skills required (e.g. ability to use email).
Language Skills	Ability to read and interpret documents such as safety rules, operating instructions and procedures manuals. Ability to write routine reports and correspondence. Ability to answer questions and speak effectively before groups of employees of the organization.
Mathematical Skills	Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences and volume. Ability to apply concepts of basic algebra.
Certificate/License	Valid driver license (itinerant staff) and Occupational Therapy Assistant certificate.
Reasoning Ability	Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
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 required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance while on duty. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

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. The noise level in the work environment is usually moderate.

REPORTS TO              Executive Director of Exceptional Student Education.

#### GENERAL RESPONSIBILITIES

1. Under the supervision of a registered Occupational Therapist, provides therapeutic programs to all students who need a specialized occupational therapy program in order to enhance the student's educational program.

#### SPECIFIC RESPONSIBILITIES

1. Promotes the student's independence in Activities in Daily Living (ADL) skills (self care, home management, leisure skills).
2. Increases the student's development and enhances learning.
3. Facilitates the student's development and enhances learning.
4. Improves the student's gross motor performance and social-emotional skills.
5. Decreases the effect of the handicapping condition upon the student's ability to function in the classroom.
6. Recommends/fabricates equipment and assistive devices appropriate for the student's needs.
7. Provides consultation to teachers and staff regarding the influence of specific deficits on the student's behavior and classroom environmental adaptation to enhance the functioning of the student.
8. Provides a school program and trains teachers and aides to carry them through.
9. Collaborates with the supervising therapist and educational team to prepare and implement IEP's and evaluation reports.
10. Provides inservice and parent education activities.
11. Provides required documentation, encounter logs, and progress reports as necessary.
12. Provides home-based services through written home programs for reinforcement of therapy.
13. Provides counseling to help parents understand the special needs of their child.

14. Provides consultation for home environmental adaptations to enhance independent functioning and Adult Daily Living Skills.
15. Secures and maintains a current Florida driver license and drives the Mobile Therapeutic Van as needed to specified sites.
16. Performs other duties as assigned.