

TITLE **Certified Occupational Therapist Assistant (COTA)**

- QUALIFICATIONS**
1. Associate of Science Degree in Occupational Therapy;
 2. Licensed or eligible for licensure in Tennessee; and
 3. Meets health and physical requirements.

JOB GOAL **To enhance task performance (student's learning) in order to maximize educational benefits of this specialized service.**

ESSENTIAL FUNCTIONS

1. Maintain appropriate records following federal, state and local school system regulations, policies and procedures;
2. Screen, evaluate and assess handicapped students and documents results according to established procedures with consultation from a registered occupational therapist;
3. Provide occupational therapy when indicated on a student's individualized educational program with on-site consultation from a registered occupational therapist;
4. Participate as a member on the multidisciplinary team, including participation in IEP development with consultation from a registered occupational therapist;
5. Act as a resource person to other educational specialists in regard to gross and fine motor programs and adaptations needed by students with disabilities;
6. Select, maintain, and/or construct necessary equipment;
7. Supervise other personnel carrying out delegated activities recommended by the occupational therapist for a specific child's educational program;
8. Maintain and update policies and procedures involving occupational therapy services;
9. Participate in continuing education relevant to occupational therapy in the schools;
10. Maintain communication with appropriate medical personnel and consults with registered physical therapists, when needed;
11. Perform appropriate management and administrative services;
12. Practice within the Standards of Practice and Code of Ethics of the American Occupational Therapy Association;
13. Interpret information to school personnel and parents; and
14. Perform other duties as assigned.

PHYSICAL DEMANDS

This job may require lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing

7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Form Perception*: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. *Manual Dexterity*: Ability to move hands easily and manipulate small objects with the fingers.
5. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal working environment: 210 days typical seven-hour day (8:00 a.m. – 3:00 p.m.).

This includes the traditional 200-day calendar worked by certified personnel (180 school days, 2 holidays, 10 vacation days, and 8 staff development/administrative days – in which the employee will evaluate particular needs of students and attend multidisciplinary team meetings including participation in IEP development, when needed).

The additional 10 days shall be 4 weeks of summer work (8:00 a.m. – 12:00 p.m.) providing specialized services for the identified students in need who are participating in the Extended School Year Program, established annually by the Supervisor of Special Education. Additionally, the employee shall complete thorough evaluations of new students and re-evaluations of identified students, when needed, as well as complete other duties as assigned by the Supervisor of Special Education.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.