

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

Purpose Statement

The job of Certified Occupational Therapy Assistant (COTA) was established for the purpose/s of providing occupational therapy and evaluations/consultations to meet students educational needs; communicating with Occupational and Physical Therapists; training staff in the use of materials and equipment; and providing direct occupational therapy services to eligible students within the District.

This job reports to Special Education Director

Essential Functions

- Assesses students' fine motor/vision motor functioning (after service competency has been demonstrated to OTR supervisor) for the purpose of determining their deficits and developing recommendations.
- Attends professional development trainings for the purpose of improving occupational therapy skills as required by the Wyoming Occupational Therapy Board.
- Collaborates with teachers, parents, and/or other personnel for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Implements therapeutic activities and instructs students, teachers, parents and other involved persons (e.g. positioning, adjusting special equipment, etc.) for the purpose of providing appropriate care to students and/or supporting the student's IEP plan.
- Keeps log with COTA/OTR supervisor signatures for the purpose of documenting OTR supervising as required by Wyoming occupational therapy rules and regulations.
- Prepares a wide variety of written materials (e.g. draft evaluation findings, observations, proposed occupational therapy IEP goals, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides classroom staff and/or parents with ideas for the purpose of improving fine motor/visual motor functioning of student.
- Provides direct and/or consultative occupational therapy services to students with educational occupational therapy needs for the purpose of ensuring compliance with established practices and procedures.
- Transports self between multiple sites within the district for the purpose of providing educational occupational therapy to students.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in Occupational Therapy; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; Wyoming Occupational Therapy rules and regulations; and basic child development theory and principles.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; working as part of a team; communicating with diverse groups; and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within specialized field is required.

Education Community College and/or Vocational School degree with study in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Current Wyoming License to practice Occupational Therapy
National Certification by the American Certification Board
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

16 contact hours continuing education per year required to maintain Occupational Therapist licensure.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Exempt 71X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____