

Position Title Certified Occupational Therapy Assistant (COTA) Band/Grade C-4-1-9

Immediate Supervisor Director of Special & Compensatory Education

Job Summary (Basic Purpose of Position)

Supervisor

Employee

To provide Occupational Therapy to students who are physically handicapped and/or developmentally delayed. To plan an individual program for each student depending on his/her needs, and carry out said program.

*Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
1.01 Provide direct therapy to individual or small groups of students qualifying for services based on district criteria.	C	70D		<u>Knowledge</u> 1.01 What are handicapping conditions.	1.01 Students with identified OT and/or PT needs are receiving therapy.
1.02 Work with Occupational Therapy Consultant and Physical Therapy Consultant to identify therapy needs of students referred for OT or PT services.	C	20W		1.02 Skills involved in providing therapy to students with physical needs.	1.02 Able to describe the neuromuscular handicaps of the students worked with.
1.03 Work with special education teachers assigned as student's case manager to develop appropriate IEP goals and objectives for students qualifying for OT services.	C	5D/A		1.03 Understands neuromuscular development of students with disabilities.	1.03 Enjoys working with handicapped students.
1.04 Communication with regular classroom teachers, special education teachers and other appropriate educators and parents about the special needs of students in caseload.	C	5W		1.04 State and federal laws relating to students with handicaps	1.04 Evidence exists that the supervisors' directions and instructions have been followed.
1.05 Attend planning conferences and reviews relating to the education of, including physical, needs of students in caseload.	C	5 D/A		1.05 District policies regarding confidentiality and privacy of data. <u>Ability</u> 1.01 Demonstrates a willingness to work with students with handicaps.	1.05 Values as important the benefits of education for handicapped students. 1.06 Evidence exists district policies regarding confidentiality and privacy have been followed. 1.07 Works cooperatively with others. 1.08 Can provide general description of state and federal laws relating to handicapped students. 1.09 Demonstrates a willingness and ability to carry out those tasks under 1.01 and 1.03. 1.10 Assigned clerical duties are completed with accuracy and within established deadlines. 1.11 Follow teachers' and principals' directions in maintaining discipline.

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				<p>1.05 Learn and carry out procedures for caring for students with special needs (eating, dressing, toileting behavior).</p> <p><u>Skills</u></p> <p>1.01 Able to carry out exercise routines recommended by Occupational or Physical Therapists.</p> <p>1.02 Functions in the basic skills at the 8th grade level.</p>	