

EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY
JOB DESCRIPTION

JOB TITLE: Certified Occupational Therapist Assistant (COTA)

QUALIFICATIONS: Valid Ohio Department of Education Pupil Services license or Pupil Services Registration in Certified Occupational Therapy Assistant
Valid Ohio Board of Occupational Therapy license
(Superintendent approval required for any variations from above listing)

REPORTS TO: Director of Special Education Services or designee

CONTRACT: Nine (9) month

JOB DESCRIPTION:

1. Provide occupational therapy services to students under the supervision of occupational therapist.
2. Assist with keeping accurate records of the inventory and equipment.
3. Participates in the decision to establish goals for students and develop individual and group therapy activities.
4. Assist in notifying the educational staff of established therapeutic programs.
5. Consult with the supervising therapist concerning implementation and progress of therapy goals (Feeding programs, positioning, equipment, etc.).
6. Assist the OT in monitoring individual student needs.
7. Assure that proper positioning and handling techniques are carried out correctly.
8. Assist in monitoring work and school environments for accessibility.
9. Maintain the proper and safe use of adaptive equipment, making certain equipment is constructed properly and kept in good working condition for school use.
10. Work cooperatively as a member of the therapy team.
11. Assists in assessing and recommending assistive technology, seating/ positioning equipment, transportation, and other adaptive equipment and integration of therapy goals into classroom and all academic activities.
12. Maintains confidentiality in all work related discussions and communications.
13. Additional duties and responsibilities as assigned by the Director of Special Education Services or designee.

PROFESSIONAL RESPONSIBILITIES REQUIRED:

- Demonstrates professionalism including attendance and punctuality and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Manages individual, group, and organizational interactions while averting problem situations and intervening appropriately to resolve conflicts.
- Effectively communicates using verbal, nonverbal, writing and listening skills.
- Exercises self-control and perseverance when dealing with students, staff and public.
- Accurately completes paperwork and inputs data according to established deadlines.

WORKING CONDITIONS/PHYSICAL DEMANDS

The characteristics listed below are representative of the work environment typically encountered by an individual while performing the essential duties of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential duties.

1. Expected movements consistent with a school environment and occasionally lifting up to 50 pounds.
2. While performing the duties of this job, the employee is regularly required to stand, walk, and sit; must have fully functioning arms and hands and are required to talk and/or hear.
3. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.
4. While performing the duties of this job, the employee is exposed to a normal school environment.
5. Local travel may be required for training/meetings/events.

NOTE: The above-stated duties are intended to outline those functions typically performed by individuals assigned to this classification. This description of duties is not intended to be all-inclusive or to limit the discretionary authority of management to assign other tasks of a similar nature or level of responsibility. Revised: 7/25, 6/24 created 10/2021