

**Job Title:** Certified Occupational Therapist Assistant (COTA)

**FLSA Exemption Status:** Non-Exempt

**Term:** 210 days

**Minimum 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 Objectives/Goals:**

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

**Responsibilities and 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.

**Skills and Abilities Required:**

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.

**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

**Reports To:** Special Education Supervisor

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

