

## Specific Job Duties and Responsibilities

### CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT (COTA)

Reports to: Area Coordinator, Exceptional Student Education

#### MAJOR FUNCTION:

Provides therapeutic programs to all eligible ESE students in order to enhance the student's educational program, under the direction and supervision of an Occupational Therapist.

#### ILLUSTRATIVE DUTIES:

Promotes the student's independence in Activities for Daily Living (ADL) skills (self-care, home management, and leisure skills). Recommends/fabricates equipment and assistive devices appropriate for the student's needs. Increases the student's functioning through the use of adaptive and assistive devices. Facilitates the student's development and enhances learning. Improves the student's gross/fine motor performance and social-emotional skills. Decreases the effect of the handicapping condition upon the student's ability to function in the classroom/school setting. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

##### Knowledge, Ability and Skills:

Knowledge of required documentation or student progress report procedures. Ability to plan and conduct inservice activities. Ability to collaborate with the supervising therapist and educational team to prepare and implement Individual Educational Plans and evaluation reports. Ability to consult with teachers, school staff and parents regarding the influence of specific deficits on the student's behavior, classroom and home environment adaptations to enhance functioning.

##### Training and Experience:

Completion of an accredited Licensed Occupational Therapy Assistant Program and meeting the American Occupational Therapy Certification Board requirements for Certified Occupational Therapy Assistant (COTA). Up-to-date Licensed Occupational Therapist Assistant License with the State of Florida.

##### Physical Requirements:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

PCSB Salary Grade:	13	Local Code:	
Months Worked	12	State Code:	52031
Fund:	Local	EEO#:	47
Date Board Approved:		State Title:	Cert OT Asst.

Instructional Svc.