

# **Richland Parish Local School District**

## **Job Description**

**Position title:** Certified Occupational Therapist Assistant (COTA)

**Reports to:** Special Education Supervisor / Supervising Occupational Therapist

**Job Objective:** The Certified Occupational Therapist Assistant is responsible for implementing intervention and therapy regarding students' fine and gross motor skills and functional abilities (e.g. perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.) under the direction of the Occupational Therapist.

### **Minimum Qualifications:**

- Valid state department of education license/certificate appropriate for the position.
- Meets all mandated health screening requirements (e.g., negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the Licensure Code of Professional Conduct for Louisiana Educators.
- Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with skills essential to the objectives of the position.
- Ability to facilitate student/family access to appropriate community resources.

### **Licensure/Certification/Qualifications:**

1. Associate's degree required, National Board Certification preferred.
2. Current and valid license with OT Board.
3. Prior Experience in a school setting preferred.
4. Experience assessing and selecting assistive technology in a school setting.
5. Experience in IDEA policy and procedures.
6. Experience implementing appropriate therapy under the direction of an Occupational Therapist.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Adapts school and classroom environment, tools and materials under the supervision of the Occupational Therapist for the purpose of improving student functioning and facilitating student access to curricular and instructional activities.
- Assists Occupational Therapist with assessing students' fine motor, and development skills (e.g. oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function postural tone, etc.) for the purpose of determining their deficits and developing recommendations.
- Attends meetings and workshops (e.g. IEPs, training, team meetings, conferences, meetings with outside agencies, etc.) for the purpose of conveying and/or receiving information, including best practices for school OT delivery.
- Consults with occupational therapists, physical therapists, speech therapists, teachers, educational assistants, families, etc. for the purpose of providing requested information, reviewing/revising students' occupational therapy goals/objectives, developing plans for services and/or making recommendations to implement goals.
- 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 for use in the classroom.
- Maintains files and/or records in cooperation with the Occupational Therapist (e.g. progress reports, activity logs, Medicaid billing etc.) for the purpose of documenting activities and/or ensuring an up-to-date trail for compliance with various state, federal, and administrative regulations.
- Maintains treatment equipment and supplies in clean and proper working condition for the purpose of implementing motor/therapy goals.
- Prepares written materials (e.g. activity logs, progress notes through Medicaid System, reports, memos, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Presents information (e.g. student performance data, clinical feedback, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides direct occupational therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.
- Troubleshoots problems with assistive devices (e.g. computer technology, etc.) for the purpose of ensuring that equipment is in proper working order and/or providing alternative strategies.
- Transports a variety of items (e.g. puzzles, games, assistive devices, assessment tools, etc.) for the purpose of ensuring the availability of materials required for therapy sessions.

#### **SKILLS, ABILITIES AND KNOWLEDGE:**

- Knowledge of the Operating Standards for Louisiana Schools Serving Children with Disabilities
- Knowledge of FERPA and HIPPA • Knowledge of Louisiana's Academic Content Standards.
- Knowledge of Louisiana rules and regulations regarding occupational therapy as both a program and related service option
- Knowledge of IDEA and the IEP process
- Knowledge of current testing programs and mandated assessment tools
- Knowledge of current educational issues and best practices
- Knowledge of effective intervention strategies
- Ability to apply problem solving processes and creative thinking skills
- Ability to recognize student strengths and weaknesses in communication
- Ability to maintain accurate student records
- Ability to analyze and interpret assessment data
- Ability to communicate effectively both orally and in writing
- Ability to maintain confidentiality
- Ability to develop and maintain effective working relationships with students, co-workers, administrators, and public
- Ability to work with teachers and students to demonstrate ways of supporting students in the regular classroom
- Ability to work with students in many non-traditional treatment settings
- Ability to work and communicate effectively with students who have various cognitive and physical limitations
- Ability to work with team to analyze, synthesize, and evaluate program progress and implement changes

**Working Conditions:** Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Richland Parish School Board.

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Employee's Signature

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Date