POSITION DESCRIPTION

TITLE: Certified Occupational Therapist Assistant (COTA)
LOCATION: 
REPORTS TO: Director of Special Services
DEPARTMENT: Special Services

SUMMARY STATEMENT:
Under the supervision of the supervising Certified Occupational Therapist and the Director of Special Services, the Certified Occupational Therapist Assistant (COTA) will provide occupational therapy to students (serving both regular and special education population) referred for occupational therapy. The Certified Occupational Therapist Assistant will also assist in the planning and implementing of treatment programs including designing, managing, and maintaining adaptive equipment, and management of all student records.

ESSENTIAL FUNCTIONS:
1. Assist the supervising Certified Occupational Therapist working with elementary and secondary students by:
   • Providing occupational therapy to referred students in order to achieve established goals and objectives.
   • Reporting findings to team members as an aid to the total evaluation and treatment planning.
   • Maintaining written records and submitting reports as directed by the supervising Certified Occupational Therapist.
   • Assisting in designing and fabricating adaptive equipment as outlined by the motor team staff.
   • Maintaining and managing equipment and supplies necessary for the functional operation of the motor team department.
   • Attending and participating in regular staff meetings.
   • Participating in ongoing continuing education to ensure continued professional competence.
   • Adhering to the standards of occupational therapy practice.
2. Demonstrated ability to communicate both verbally and in writing.
3. Travel from location to location to accomplish tasks.

OTHER RESPONSIBILITIES:
1. Perform related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing (66-100%)</td>
<td>Standing (33-66%)</td>
<td>Walking (33-66%)</td>
</tr>
<tr>
<td>Sitting (33-66%)</td>
<td>Bending (33-66%)</td>
<td>Carrying (33-66%)</td>
</tr>
<tr>
<td>Lifting (50-70 lbs.) (33-66%)</td>
<td>Reaching (33-66%)</td>
<td>Pushing/Pulling (Up to 33%)</td>
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<tr>
<td>Acceptable Attendance</td>
<td>Driving (66-100%)</td>
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MENTAL DEMANDS REQUIRED:
Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Wheelchair, splints, balls, bolsters, band saw, sewing machine, and any other therapeutic equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Completion of an accredited Certified Occupational Therapy Assistant program.
2. Successful completion of the certification exam as required by the American Occupational Therapy Association.
3. Must hold or be able to obtain a Washington State COTA license.
4. Experience working with children with disabilities such as spina bifida, cerebral palsy, muscular dystrophy, developmental delay, etc.
5. Demonstrated ability to communicate both verbally and in writing.
6. Demonstrated personal characteristics of flexibility, initiative, cooperation and confidentiality.
7. Demonstrated organizational skills, the ability to prioritize tasks, and the ability to follow through.
8. Must be able to travel from location to location in order to accomplish tasks.
9. Demonstrated ability to establish positive relationships with others as part of a team.

189-190 Days Per Year (Includes Holidays)
7.5 Hrs. Per Day

PSE: ______________________________ Date: ________________

District: ______________________________ Date: ________________

Revised Date: 01/07/2000
Classification: Professional Technicians (PSE)
Class: Class VII
Display on Web? Yes

Certified Occupational Therapist Assistant (COTA)