

# **MID-OHIO EDUCATIONAL SERVICE CENTER**

## **JOB DESCRIPTION**

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<b>Title:</b>	<b>Certified Occupational Therapist Assistant (COTA)</b>
<b>Reports To:</b>	<b>Assistant Director of Student Services</b>
<b>Employment Status:</b>	<b>As Determined by the Assistant Director of Student Services</b>
<b>Days:</b>	<b>As Determined by the Assistant Director of Student Services</b>
<b>MOESC Salary Schedule:</b>	<b>OTA / PTA</b>
<b>FLSA:</b>	<b>Non-Exempt</b>

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## **QUALIFICATIONS**

- Associate degree in Applied Science
- Appropriate licensure from the Ohio Board of Education and the Ohio Board of Occupational Therapy
- Have experience and/or knowledge of completing documentation related to Progress Reports
- Valid driver's license
- Successfully pass BCI/FBI background checks

## **GENERAL DESCRIPTION**

Assists with providing occupational therapy services under the supervision of a Occupational Therapist (OT) preparing students to respond appropriately to the education program. The Occupational Therapist Assistant works with team members in the school to enable the student to work toward his/her potential by improving, developing or restoring fine motor functions.

## **ESSENTIAL FUNCTIONS / SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assists with occupational therapy to students under supervision of an OT
- Assist with keeping accurate records of the inventory and equipment

- Assist with establishing goals for students and developing individuals and group therapy activities
- Assist dissemination of established therapeutic programs to the educational staff
- Consult with the supervising therapist concerning implementation and status of therapy goals
- Construct, modify and maintain adaptive equipment for position, ADL, vocational and classroom use
- Help develop an awareness of individual student needs and assist the occupational therapist in monitoring these needs
- Assist with instructing the educational staff concerning use of adaptive equipment, positioning programs, and integration of therapy goals into classroom and academic activities to enhance function
- Provide timely and accurate documentation regarding students in accordance with facility timelines and policies
- Supervise clinical interns as applicable
- Plan and organize intervention based upon student's needs and goals
- Be available to attend meetings upon request (IEP, ETR, parent/teacher conferences)
- Be flexible within school environment (assemblies, testing, delays, etc.)
- Communicate needs between OT and school staff
- Gather data, assist in administration of standardized testing and report observations
- All other duties as assigned

### **PERSONAL QUALITIES**

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Good Communication skills, both verbal and written
- Ability to work well with others and maintain confidentiality
- Participates in professional development that relates to the position

- Operate standard office equipment including computers, word processing, spreadsheets and communication software

## **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional exposure to blood and bodily fluids
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

## **PHYSICAL DEMANDS**

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment, but not for sustained periods
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

## **EVALUATION**

Performance of this job will be evaluated by the Assistant Director of Student Services according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of all responsibilities, duties, and skills required for the position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

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Employee Signature

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Date Received

***The Mid-Ohio Educational Service Center is an equal opportunity employer.***