



## **CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT, JOB DESCRIPTION**

### **Summary of Duties**

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The Certified Occupational Therapist Assistant (COTA) will work under the supervision of the Occupational Therapist (OT) with the classroom personnel to develop, monitor, and implement educational and clinical programming related to occupational therapy goals for students with autism and related disabilities.

### **Fundamental Responsibilities**

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1. Demonstrates effective communication through excellent written and oral skills using a variety of communication modes
2. Adheres to AOTA's Code of Ethics and FERPA laws
3. Uses sound judgment regarding safety of student and self and adheres to Holtz policies and procedures
4. Works directly under the supervision of the Occupational Therapist and collaborates regularly regarding student therapy
5. Develops therapy goals that are clear, measurable, behavioral, functional, and relevant to education and age appropriate
6. Schedules instruction and/or occupational therapy to coordinate with classroom activities and services from other disciplines
7. Utilizes the integrated therapy model to support the delivery of occupation therapy to students.
8. Maintains documentation of treatment sessions and completes case notes and all reports by due dates as assigned
9. Works collaboratively with IEP team to develop and monitor implementation of occupational therapy goals in student IEPs
10. Provides consultation /collaboration/effective communication with parents and outside agencies as needed
11. Coordinates scheduling and attends IEP meetings, when able
12. Adapts/creates adaptive equipment when appropriate
13. Actively participates in professional growth and development activities which support individual as well as organizational vision, mission, and goals and which meet state requirements for continuing
14. Completes duties as assigned by the Director of Holtz or a designee in an efficient, effective and timely manner.

### **Qualifications**

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1. Ability to effectively implement behavior, crisis, and physical intervention procedures.
2. Displays the ability to maintenance and order of OT equipment on a regular basis.
3. Excellent oral and written communication skills.



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4. Follows policies and procedures; Completes tasks correctly and on time or notifies appropriate person with an alternate plan; Plans for additional resources; Supports organization's goals and values.
5. Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas.
6. Ability to (a) sit for extended periods of time, (b) type/enter data into computer, (c) stand, walk, bend over, reach, push/pull up to 10 lbs., and lift/carry up to 25 lbs.

### **Education and Experience**

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1. Associate degree from an accredited college with an Occupation Therapy Assistant program
2. Excellent interpersonal, communication, organizational and time management skills
3. Experience working within a school setting with children (Pre-K- 8<sup>th</sup> Grade) diagnosed with Autism, or a related disorder, preferred.

I have read and understand this written job description for the Occupational Therapist and believe I am fully able to perform all listed requirements in this job description.