



Columbia County School District Job Description

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| Position Title: COTA – Certified Occupational Therapy Assistant | | |
| Department: Department of Special Services | Evaluation Instrument: Performance will be evaluated annually by the Director of Special Services in accordance with Policy GBI-Evaluation of Personnel | |
| Pay Grade: General Services Salary Schedule, Grade L | Pay Type: Salaried – Exempt | Retirement: TRS |
| Contract Work Year: 190 Days Per Year, 8 Hours Per Day | | |
| Reports to: Director of Special Services | | |

MINIMUM QUALIFICATIONS

Education: Associate degree in Occupational Therapy Assistant program earned from an approved and accredited two year technical college or school.

Essential Knowledge/Skills: Must be able to perform tasks involving light to heavy lifting, carrying, pushing, or pulling and must be able to walk and/or stand a minimum of six (6) hours with breaks. Must hold valid license as Occupational Therapy Assistant issued by the State Board of Occupational Therapy. Must hold valid certification in Certified Occupational Therapy Assistant issued by the National Board of Certification in Occupational Therapy, Inc.

GOAL

Certified Occupational Therapy Assistants provide quality occupational therapy services to assigned students under the supervision of a Registered Occupational Therapist.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Assists in development of Individual Education Program (IEP) for eligible students under supervision of the Registered Occupational Therapist.
- Provides occupational therapy services in accordance with the IEP under the supervision of the Registered Occupational Therapist
- Recommends and assists in developing or obtaining necessary adaptive equipment under the supervision of the Registered Occupational Therapist.
- Maintains occupational therapy records and reports under the supervision of the Registered Occupational Therapist.
- Identifies and pursues professional growth and development as required for maintaining valid license in the State of Georgia.
- Provides educational services/training for school staff for appropriate use of adaptive equipment and/or specific physical needs of the student.
- Acts as a liaison between parents and/or medical personnel for dissemination of pertinent information as it relates to the child’s current or changing needs.
- Performs other duties as assigned by the supervisor.

IMPORTANT NOTES

ESSENTIAL DUTIES
 Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position’s role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It

should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: June 2011