

## **POSITION SUMMARY**

The Certified Occupational Therapist Assistant (COTA), as a member of the educational team, supports the education of students suspected of and/or diagnosed with a disability in their least restrictive environment. The occupational therapist assistant implements and provides intervention services under the supervision of an Occupational Therapist.

### **Essential Functions:**

- Ensures safety of students
- Maintain student service, administrative and other departmental records in accordance with the district, state and federal policies
- Adhere to professional, ethical and legal standards of practice
- Implement the occupational therapy program within the pre-school setting
- Develop and implement intervention strategies
- Evaluate and report on student progress
- Communicate, collaborate, and consult with school staff, parents, administrators
- Serve as a resource to parent, school team, staff and administration on disabling conditions and their effects on education
- Provide consultation to classroom and special education teachers
- Participate with improving school accessibility and planning environmental modification
- Seek regular opportunities for professional growth
- Provide guidance to students to promote their educational development
- Assist the administration in implementing all procedures and rules governing students with disabilities
- Observe ethics of the teaching profession; exhibit professional behavior, emotional stability and sound judgment
- Maintain respect for confidential information, e.g. student educational/medical records and assessments including psychological evaluations
- Attend meetings and in-services as required

### **Other Duties and Responsibilities:**

- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Demonstrates regular and punctual attendance and positive work ethic
- Perform other duties as assigned by the OTR/L Supervisor

### **Qualifications:**

- Criteria as set by State Certification Authorities: NYS Occupational Therapist Assistant License