**JOB DESCRIPTION- Certified Occupational Therapy Assistant**

**Qualifications:** Licensed by the state of Florida as a certified occupational therapy assistant

**Knowledge Skills and Abilities:** Knowledge of evidence-based practices to improve fine motor skills, visual motor skills, self-care skills and sensory processing skills within the educational setting

**Reports To**: Director of Exceptional Student Education and Principal

**Job Goal**: Provide quality occupational therapy interventions to students with varying levels of needs to achieve highest level of independence within the educational environment.

**Performance Responsibilities**

* Provides services under the supervision of a licensed occupational therapist.
* Occupational therapy services shall be scheduled and approved by the Director of Exceptional Student Education in coordination with the occupational therapist.
* The COTA shall possess valid and appropriate credentials and shall hold a current therapy license from the State of Florida.
* Verifies student information by reviewing and confirming purpose of treatment.
* Follows IEP/Plan of Care developed by the occupational therapist.
* Monitors activities to make sure they are performed correctly and provides encouragement, bringing treatment that is not having the intended effect to the attention of the therapist.
* Maintains student’s occupational therapy records by recording progress for use by the occupational therapist.
* Provide progress reports/notes for occupational therapist review.
* Consult and collaborate with teachers/IEP team suggesting applicable idea for classroom intervention.
* Participates in the Medicaid reimbursement program for services rendered.
* Maintains safe and secure environment by establishing, following, and enforcing standards and procedures and complying with legal regulations.
* Adheres to professional standards, policies and procedures as well as federal, state, and local requirements relevant to assigned duties.
* Enhances occupational therapy practice reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.
* Perform other applicable duties as assigned by the Director of Exceptional Student Education under the supervision of the occupational therapist.

**Terms of Employment:** 180 days

**Evaluation:** same as regular