



## HENDRY COUNTY SCHOOL DISTRICT JOB DESCRIPTION

### JOB TITLE/ASSIGNMENT

**Position:** Certified Occupational Therapy Assistant (COTA)

#### **Qualifications**

- Ability to make minor decisions with minimal supervision in accordance with established procedures.
- Valid Florida Licensure as a COTA from the State of Florida
- Experience working with students with special needs is preferred.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

#### **Job Goal**

The COTA provides unique therapeutic services to enhance the goals and objectives of eligible students. The COTA is primarily responsible for implementing the therapeutic program prescribed by the occupational therapist.

#### **Reports To**

Director of Exceptional Student Education & Student Services

#### **Knowledge, Skills and Abilities**

- Knowledge of technological applications as related to specific job functions.
- Knowledge of Federal, State and Local Laws and Policies as they pertain to Occupational Therapy.
- Ability to write and communicate at a professional level.
- Ability to work in a classroom setting; establish and maintain working relationships with staff, support personnel, counselors, principals, parents, medical personnel and students.

### RESPONSIBILITIES/DUTIES

#### **Performance Responsibilities**

- Promote independence in activities of daily living (including dressing and feeding) through problem solving, suggesting adaptations and observation of the student.

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- Observe, problem solve and suggest positioning techniques to enhance educational participation and maximize function.
- Consult and assist classroom staff through gathering and sharing information at team meetings when requested.
- Discuss and exchange information about the students assigned with the occupational therapist.
- Utilize task analysis to suggest techniques to the educational team with regard to feeding, activities of daily living, pre-writing, pre-cutting, and other skills needed for school performance.
- Implement the individualized/small group therapeutic program prescribed by the occupational therapist based on goals and objectives.
- Collaborate with colleagues and parents in order to share information and expertise to plan and implement effective student programs.
- Assist occupational therapists in determining extent to which goals and objectives are being met by collecting and maintaining data on individual student goals.
- Collaborate with Occupational Therapist to create new goals based on data analysis and goals.
- Attend and participate in IEP meetings.
- Maintains required policies in regard to matters of confidentiality concerning personal information about students.
- Collaborate with students, parents, school staff, and other appropriate persons to assist in meeting student needs.
- Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- Fulfill professional responsibilities.
- Perform other incidental tasks consistent with the goals and objectives of this position.
- Performs other such duties as assigned by the Director of Exceptional Student Education program, the Superintendent of Schools, or the Board.

## PHYSICAL REQUIREMENTS

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. While performing the duties of this job, the employee is required to sit, talk and hear. The employee is required to stand and walk, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Revised: 07/08/2024

Adopted: 08/20/2024

Revised: 03/07/2025

Adopted: 04/01/2025

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### TERMS OF EMPLOYMENT

**Calendar Months:** 10 months

**Salary Schedule:** Administrative Support **Pay Grade:** Base

Salary and Benefits as determined and approved annually by Hendry County School Board.

This position is entirely dependent on grant funding. Employment is contingent upon the continuation of grant funding. In the event that grant funding is reduced or discontinued, this position may be affected, up to and including termination of employment.

### EVALUATION

Performance of this job will be evaluated annually in accordance with School Board Policies for evaluation of administrative personnel.

### ADDITIONAL CONDITIONS

Conditions for continued employment if applicable: \_\_\_\_\_

\_\_\_\_\_

### ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. The District reserves the sole right to add, modify, or exclude any essential or non-essential requirements at any time with or without notice. Nothing in this job description, nor the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

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