

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Certified Occupational Therapist Assistant

JOB CODE: 4287

DEPARTMENT: Education

PAY GRADE: 23 (U1)

DATE: 02/20/01

BASIC OBJECTIVES

The Certified Occupational Therapist Assistant (COTA) is responsible for the application of occupational therapy procedures under the direction of a Registered Occupational Therapist whose license in Florida is in good standing. The occupational therapist assistant must also be responsible for carrying out responsibilities set forth by the supervisory of the physical and occupational therapy program. The occupational therapist assistant is responsible to the managing registered occupational therapist.

JOB TASKS/RESPONSIBILITIES

1. Implements treatment programs appropriate to the student's specific needs, as designated by the managing therapist.
2. Meets periodically with managing occupational therapist for the purpose of reviewing the individual student's status.
3. Documents any change in student status, treatment program, family visits, or consultation with other health personnel.
4. Establishes and maintains appropriate working relationships with school staff, parents, and health care personnel.
5. Consults with the managing occupational therapist prior to contacting the student's physician regarding problems and/or unusual changes in a student's program.
6. Coordinates and schedules all treatment sessions for established students.
7. Coordinates the student's daily attendance report, and ensures that all physician's prescriptions and related data are current.
8. Participates in M-DCPS inservice programs.
9. Observes medical ethics.

10. Conforms to M-DCPS policies and procedures.
11. Assists in orientation and training of personnel new to the department.
12. Maintains the therapy-area equipment by sanitizing and cleaning mats and other materials and equipment.
13. Coordinates and/or assists in the preparation of materials for student use.

PHYSICAL REQUIREMENTS

This is very heavy work which requires the following physical activities: stooping, lifting and positioning students, twisting, reaching, pushing wheelchairs, sitting, squatting, standing, walking, finger dexterity, grasping, talking, writing, hearing and visual acuity. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Completion of both academic and clinical requirements and graduation from an approved curriculum for the training of occupational therapist assistants is required.
2. Current licensure as a certified Occupational Therapist Assistant is required from the Florida State Department of Professional Regulations.
3. Experience in a pediatric setting is preferred.

Prior revision date(s): 05/12/93, 10/31/97