

Joplin Schools is seeking a full time Certified Occupational Therapist Assistant, COTA, for the 17-18 school year. The successful COTA will need to have an understanding of school based services, coupled with organizational and therapy skills that will allow her/him to provide services and consultative direction for students, teachers, as prescribed by supervising OTR. This position is full time. Candidates must be fully Certified or able to be fully licensed in Missouri before starting employment.

Position: Certified Occupational Therapist Assistant

Term: 9 Months

Classification: Classified

Location: District Wide

Qualifications: Associate's degree in Occupational Therapy from an Approved and accredited Occupational Therapy program. (The Occupational Therapist (OT) can practice one year from the date of graduation or until the certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT) is passed).

Supervisory: No

Reports to: Director of Special Services and Principals of assigned schools

The job of the Occupational Therapist Assistant is to assist with providing direct, indirect, and consultation services to students in order to enhance the acquisition of/or compensation for deficits in fine motor skills, sensory motor skills, visual motor skills, visual perceptual skills, psychosocial skills, functional communication skills, and self-care skills. More specifically, the occupational therapist assistant works with students on foundation skills needed for school participation through task analysis and consultation with team members to modify the environment, the instructional methodology, or to support student achievement on a particular classroom/vocational project.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions:

- Respond to requests for consultation on students or consults on specific program needs.
- Act as a resource to school personnel and Student Assistance Teams as they develop and provide appropriate supports and services for students.
- Collaborate with team members to identify and find resources to meet the health, social, and academic needs of students and families.
- Assesses difficulties of referred students through appropriate testing and diagnostic practices.
- Analyzes information and recommends placement for all students.
- Helps implement functional behavior assessment and positive behavior intervention procedures in school.
- Maintains case records on all students.
- Recommends corrective procedures.
- Confers with teachers and parents whenever necessary.
- Consults on special educational needs of identified students.
- Attends case staffing and parent conference students.
- Keeps an adequate record of daily duties, evaluation, reports, contracts, conferences, and counseling activities and recommend services.
- Coordinate ordering of all group and individual testing materials for assigned schools.
- Administer tests and recommend placement for all students.
- Help identify through screening procedures within the schools, all types of exceptional children.
- Carry out all other duties as assigned.

### **Physical Demands**

An individual who holds this position must have the ability to:

Speak and hear in an environment where numerous conversations and activities may be taking place simultaneously

Move around the classroom

Read handwritten or printed material

### **Attendance**

Regular and consistent attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The conditions and environment reflect that of a typical classroom setting.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.