

# **Certified Occupational Therapist Assistant (COTA) – Full-Time SY 2025-2026**

**Position Type:**  
Student Services

**Date Posted:**  
05/07/2025

**Location:**  
MOESC Student Services

**Date Available:** Until Filled



**Title:** Certified Occupational Therapist Assistant (COTA)  
**Reports To:** Director of Student Services  
**Employment Status:** Full-time  
**Days:** Monday – Friday (184 days)  
**FLSA:** Non-Exempt

## **GENERAL DESCRIPTION**

The Certified Occupational Therapist Assistant (COTA) is responsible with providing occupational therapy services under the supervision of an Occupational Therapist (OT) preparing students to respond appropriately to the education program. The COTA works with team members in the school to enable the student to work toward his/her potential by improving, developing or restoring fine motor functions.

## **REQUIRED QUALIFICATIONS**

- Associate degree in Applied Science
- Appropriate licensure from the Ohio Board of Education and the Ohio Board of Occupational Therapy
- Have experience and/or knowledge of completing documentation related to Progress Reports
- Valid driver’s license
- Successfully pass BCI/FBI background checks

## **ESSENTIAL FUNCTIONS/SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- Assists with occupational therapy to students under supervision of an OT
- Assist with keeping accurate records of the inventory and equipment
- Assist with establishing goals for students and developing individuals and group therapy activities
- Assist dissemination of established therapeutic programs to the educational staff
- Consult with the supervising therapist concerning implementation and status of therapy goals
- Construct, modify and maintain adaptive equipment for position, ADL, vocational and classroom use
- Help develop an awareness of individual student needs and assist the occupational therapist in monitoring these needs
- Assist with instructing the educational staff concerning use of adaptive equipment, positioning programs, and integration of therapy goals into classroom and academic activities to enhance function
- Provide timely and accurate documentation regarding students in accordance with facility timelines and policies
- Supervise clinical interns as applicable
- Plan and organize intervention based upon student's needs and goals
- Be available to attend meetings upon request (IEP, ETR, parent/teacher conferences)
- Be flexible within school environment (assemblies, testing, delays, etc.)
- Communicate needs between OT and school staff
- Gather data, assist in administration of standardized testing and report observations
- All other duties as assigned

### **WORKING CONDITIONS**

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.

- Occasional exposure to blood and bodily fluids
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

## **EVALUATION**

Performance of this job will be evaluated according to Mid-Ohio ESC board policy. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of all responsibilities, duties, and skills required for the position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

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