

PLEASE POST

PLEASE POST

**PERSONNEL VACANCY NOTICE**

**GARY COMMUNITY SCHOOL CORPORATION**

1988 Polk Street  
Gary, IN 46407

M. Jones-Henderson, Executive Director  
Human Resources Department

Dr. Peggy Hinckley, Emergency Manager

***THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT  
INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES***

**POSITION: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT  
(COTA)**

**SALARY: DETERMINED BY UNION CONTRACT**

**REPORTS TO: Special Education Department**

**PURPOSE STATEMENT**

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.

**DUTIES AND RESPONSIBILITIES**

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Promote independence in activities of daily living (including dressing and feeding) through problem solving, suggesting adaptations and observation of the student.
- 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 therapist in determining extent to which goals and objectives are being met by collecting and maintaining data on individual student goals.
- Assist therapist in formulating new goals based on data analysis.

- Collaborates with Supervising Speech Pathologist
- Attend Case Conferences
- Attend to other duties as assigned

### **QUALIFICATIONS**

- Valid Indiana Licensure as a COTA from the State of Indiana.
- Ability to read, write and communicate in English to understand directions and communicate with students.
- Experience working with students with special needs preferred.
- Ability to physically move about the building.
- Ability to lift and position students (30-80 pounds) if assigned to a classroom with such requirements.
- Ability to make minor decisions with minimal supervision in accordance with established procedures.

### **ESSENTIAL FUNCTIONS:**

- Ability to speak in a clear and concise manner;
- Ability to interpret data;
- Ability to organize and maintain efficiency;
- Ability to work independently and effectively;
- Ability to meet daily attendance requirements

### **EVALUATION:**

- Performance of this position will be evaluated by the Director or Associate Director of Special Education

### **PHYSICAL DEMANDS**

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.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

### **WORK ENVIRONMENT**

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

**Required Testing**

- Drug Test

**Clearances**

- Fingerprinting/Background Check

**METHOD OF APPLICATION:**

**An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted prior to 4:30 p.m., Friday, May 4, 2018 to:**

Gary Community School Corporation  
Click on "Career Opportunities"  
[www.garycsc.k12.in.us](http://www.garycsc.k12.in.us)  
1988 Polk Street  
Gary, IN 46407

Human Resources Department  
Bulletin No. 18-09  
Certified: April 19, 2018

**EQUAL OPPORTUNITY EMPLOYER**