

**JOB ANNOUNCEMENT**  
**Ohio Valley Educational Cooperative**  
**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT**

**Purpose:** The certified occupational therapy assistant (COTA) works under the supervision of a licensed occupational therapist to assist with student treatment programs. The COTA helps students work on daily living skills.

**Responsible to:** Supervising OT, Local Special Education Director, and OVEC Director of ECS.

**Skills and Qualifications:** Degree for Certified Occupational Therapy Assistant, experience in working with children who have occupational therapy needs, knowledge and experience in implementing treatment plans, strong interpersonal skills, self-starter and independent worker.

**Major Responsibilities:**

1. guide and aid individuals in therapy programs.
2. observe report progress and student reaction.
3. prepare materials needed for therapy activities.
4. make minor repairs to therapeutic equipment.
5. instruct self-care skills such as dressing, undressing and moving about, home making, and therapeutic craft skills.
6. teach exercises to student and staff.
7. prepare work area and equipment for student activities.
8. teach students how to use and care for orthotic, prosthetic devices and other assistive apparatus.
9. other responsibilities as assigned.

**Term of Employment:** Full-time employment with Spencer County Schools, 148 days - .8  
Fringe benefits comparable to a district level position.

**Closing Date:** Until filled

**TO APPLY:** Send letter of application, current Vita, and three letters of reference to:

Human Resources Coordinator  
Ohio Valley Educational Cooperative  
P.O. Box 1249  
Shelbyville, KY 40066