

Certified Occupational Therapy Assistant

POSITION PURPOSE: To assist in providing appropriate aspects of occupational therapy to students in the school setting while under the supervision of licensed therapists.

KEY RESPONSIBILITIES:

- Implements and executes services as determined through the IEP process.
- Communicates with families and other members of the team.
- Provides documentation as needed by the OTR.
- Develops and enhances professional skills.
- Supports and participates in department operations and development.
- Reports any changes in student needs to the supervising therapist on a timely basis.

Qualifications:

1. Initial certification with the National Board for Certification in Occupational Therapy (NBCOT).
2. Licensed by the North Dakota State Board of Occupational Therapy Practice.
3. Associate degree in Occupational Therapy from an approved and accredited program.
4. Minimum of one year experience with a background in pediatrics, school system, assistive technology or sensory integration is desirable.

Position Description:

The job of Certified Occupational Therapist Assistant (COTA) is to provide educationally related occupational therapy services to students age 3 to 21 years with a variety of intellectual, emotional and/or physical disabilities which impair their ability to fully benefit from their Individualized Education Plan under the direction of the Occupational Therapist.

Reports To: Assigned Registered Occupational Therapist(s) and Director of Special Education.

Salary Classifications: SM on the Support Staff Salary Schedule.

Job Objective: To enable students to receive the fullest educational experience possible by promoting motor and sensory development, self-help, vocational and technology accessibility skills under the supervision of a registered Occupational Therapist.

Performance Responsibilities:

- Will assist with establishing, implementing and collecting data on therapy goals and objectives.
- Will provide and develop individual and group therapy activities to assist with meeting the student's goals and objectives.
- Adapts school and classroom environment, tools and materials under the supervision of the occupational therapist to improve student's functioning and facilitating student's access to curricular and instructional activities.
- Will participate in screening and assessment using standardized measures, formal and informal tests as designated by supervising occupational therapist(s).

- Attends meetings and workshops (i.e. IEPs, training, team meetings) for the purpose of conveying and/or receiving information, including best practices for school OT delivery at the request of the supervising OT.
- Consults with occupational therapists, physical therapists, speech therapists, teachers, instructional assistants, families, etc. for the purpose of providing requested information, reviewing/revising students' occupational therapy goals/objectives, developing plans for services and/or making recommendations to implement goals.
- Implements therapeutic activities and instructs students, teachers, parents and other involved persons (i.e. positioning, adjusting special equipment, etc.) for the purpose of providing appropriate care to students and/or supporting the student's IEP plan for use in the classroom.
- Maintains files and/or records in cooperation with the occupational therapist (e.g. progress reports, data logs, etc.) for the purpose of documenting activities and/or ensuring an up-to-date trail for compliance with various state, federal, and administrative regulations.
- Maintains treatment equipment and supplies in clean and proper working condition for the purpose of implementing motor/therapy goals.
- Provides direct occupational therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.
- Provides services at multiple work sites/schools for the purpose of providing therapy and assistance as required.
- Will research resources and methods (i.e. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Will be responsible for transporting a variety of items (i.e. puzzles, games, assistive devices, assessment tools, etc.) for the availability of materials required for therapy sessions.
- Troubleshoots problems with assistive devices (e.g. computer technology, etc.) for the purpose of ensuring that equipment is in proper working order and/or providing alternative strategies.
- Provide own form of transportation with mileage reimbursed.
- Will maintain confidentiality regarding student information.

Other Considerations:

- This position requires the lifting and physical handling of students of all ages with multiple disabilities. Additional precautions need to be taken regarding bodily fluids as the COTA may be involved with feeding, oral motor programming, and toileting.
- Working conditions will vary considerably from a well-equipped therapy room to a hallway, a storeroom or other noisy crowded areas due to space constraints.
- Knowledge of basic computer skills is necessary.

Evaluation: Formal evaluation completed on a yearly basis by supervising occupational therapist(s) and director of Special Education.