

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

- QUALIFICATIONS:**
1. Wisconsin Department of Public Instruction COTA 885 License
 2. Certified by the Occupational Therapy Certification Board (OTCB)
 3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- REPORTS TO:**
1. Administrative Supervision: Director of Student Services
 2. Professional Supervision: Responsible to and under the direct supervision of the registered Occupational Therapist employed by the School District
- JOB GOAL:** To assist the Occupational Therapist in planning and developing goals leading to appropriate intervention services to enhance the student's potential for learning; to assist the student in acquiring those functional performance skills needed to participate in and benefit from the educational environment; and to help the student function independently.

SPECIAL REQUIREMENTS:

1. The ability to work and communicate effectively with students having various cognitive and physical limitations;
2. Knowledge of health and safety and the ability to monitor and direct others in health and safety areas of concern;
3. Knowledge of methods of observation, recording, and data collection that apply to the monitoring of therapy objectives;
4. Knowledge of routine occupational therapy practices;
5. Respect for confidentiality of information;
6. The ability to work with students in many nontraditional treatment settings;
7. The ability to assume and carry out responsibilities assigned by the supervising therapist.

PERFORMANCE RESPONSIBILITIES:

1. Participates in evaluation and assessment using standardized measures, formal and informal tests, and checklists, as appropriate;
2. Implements therapeutic procedures for which qualified, as designated by the supervising occupational therapist;
3. Contributes to progress reports and helps collect data for Individualized Education Plans;
4. Maintains current records in accordance with school, state, and federal policy;
5. Assists with keeping accurate records of the therapy budget, inventory, and equipment;
6. Assists with establishing goals for students and developing individual and group therapy activities;
7. Assists dissemination of established therapeutic programs to the educational staff;
8. Consults with the supervising therapist concerning implementation and status of therapy goals (feeding programs, positioning, equipment, etc.);
9. Constructs, modifies, and maintains adaptive equipment for positioning, ADL, vocational, and classroom use;

10. Assists in monitoring work and school environments for accessibility;
11. Helps ensure the proper and safe use of equipment, making certain equipment is constructed properly and maintained in good working order;
12. Helps develop an awareness of individual student needs and assists the occupational therapist in monitoring these needs;
13. Assists 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;
14. Assures that proper positioning and handling techniques are carried out correctly across all environments;
15. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board Policy on Evaluation of Professional Personnel.