

JOB DESCRIPTION: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

POSITION DESCRIPTION:

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.

QUALIFICATIONS:

1. Valid Illinois Licensure as a COTA from the State of Illinois, Department of Professional Regulation
2. Ability to read, write and communicate in English to understand directions and communicate with students.
3. Experience working with students with special needs preferred.
4. Ability to physically move about the building.
5. Ability to lift and position students (30-80 pounds) if assigned to a classroom with such requirements.
6. Ability to make minor decisions with minimal supervision in accordance with established procedures.
7. Ability to participate in NSSEO approved behavior management procedures, Crisis Prevention Institute Training (CPI) and to apply training in crisis situations including student restraints as needed.

REPORT TO: School Principal, Program Administrator or Occupational Therapist

ESSENTIAL JOB FUNCTIONS:

1. Promote independence in activities of daily living (including dressing and feeding) through problem solving, suggesting adaptations and observation of the student.
2. Observe, problem solve and suggest positioning techniques to enhance educational participation and maximize function.
3. Consult and assist classroom staff through gathering and sharing information at team meetings when requested.
4. Discuss and exchange information about the students assigned with the occupational therapist.
5. 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.
6. Implement the individualized/small group therapeutic program prescribed by the occupational therapist based on goals and objectives.
7. Collaborate with colleagues and parents in order to share information and expertise to plan and implement effective student programs.
8. Assist occupational therapist in determining extent to which goals and objectives are being met by collecting and maintaining data on individual student goals.
9. Assist therapist in formulating new goals based on data analysis.

GENERAL RESPONSIBILITIES:

1. Assume appropriate roles as adult model, behavior manager and educator.
2. Continue professional growth.
3. Assume other duties and special projects as assigned.
4. Support NSSEO Policy, NSSEO and Governing Board Goals and Objectives, and The School Code of Illinois.