

WINDSOR PUBLIC SCHOOLS
Windsor, Connecticut

Certified Occupational Therapy Assistant (COTA)

JOB DESCRIPTION

I. Qualifications

This position requires that the COTA is licensed to practice as an occupational therapy assistant in the state of Connecticut. The COTA is required to have completed a COTA program accredited by the American Occupational Therapy Association. The COTA is supervised by a licensed or registered Occupational Therapist who is responsible for assessments, student goals and objectives and triennial evaluations. Prior experience as a COTA in a pediatric setting, including school based experience, is preferred.

II. Basic Functions

The COTA provides services to students with disabilities, under the supervision of a licensed or certified occupational therapist. The COTA functions as a related services provider for individual students as part of their IEP (Individual Education Plan). The COTA is evaluated by the Director of Pupil and Special Education Services and Elementary Supervisor of Special Education.

III. Duties and Responsibilities

- Assists with data collection of students.
- Provides direct services in accordance with the student IEP.
- Recommends treatment modifications to the occupational therapist/s based on student needs.
- Adapts the environment, tools, materials and activities according to student needs.
- Communicates and interacts with other team members, school personnel and families, in conjunction with the occupational therapist/s.
- Maintains treatment areas, equipment and supplies required for serving students.
- Maintains records and documentation of the IEP implementation of goals and objectives tied to service delivery.
- Participates in procedure development in collaboration with the occupational therapist/s.
- Reports directly to the Occupational Therapist/s.
- Provide other duties as assigned by the Director of Pupil and Special Education Services and Elementary Supervisor of Special Education.
- Regular and punctual attendance
- Other related duties as assigned.