

Certified Occupational Therapy Assistant (COTA) Part-Time (2 days per week) East Haddam Public Schools

The Certified Occupational Therapy Assistant (COTA) provides occupational therapy services to students under the supervision of a licensed and certified Occupational Therapist (OTR/L). The COTA supports students in achieving educational goals as outlined in their Individualized Education Programs (IEPs).

Key Responsibilities:

- Collaborate with the OTR/L, teachers, and related service personnel to schedule and implement student therapy sessions aligned with IEP goals and educational objectives.
- Implement occupational therapy treatment plans developed by the supervising OTR/L to support students in developing functional independence within the educational environment.
- Provide safe, therapeutic, and developmentally appropriate individual and group interventions in accordance with students' IEPs.
- Maintain effective and professional communication with students, families, teachers, and related service providers to support coordinated service delivery and advocate for occupational therapy needs.
- Participate in Planning and Placement Team (PPT) meetings, under the direction of the OTR/L, by contributing recommendations regarding treatment strategies, adaptations, modifications, and supports based on clinical judgment and best practice guidelines.
- Collect and maintain accurate student data and documentation, including progress notes and service records, as required by current evaluations and under the supervision of the OTR/L.
- Engage in ongoing communication and regular supervision meetings with the supervising OTR/L regarding student progress, needs, and program implementation.
- Adhere to professional standards of practice, district policies and procedures, and all applicable federal, state, and local regulations, including standards set forth by the National Board for Certification in Occupational Therapy (NBCOT).
- Perform other duties as assigned by the supervising OTR/L or department administrator.