

# **Certified Occupational Therapy Assistant/License (COTA/L)**

## ***QUALIFICATIONS:***

### **Certification:**

- Completion of an approved Occupational Therapy Assistant program of at least two years in length, leading to an Associate's Degree or its equivalent
- Certification as an Occupational Therapy Assistant
- State of Illinois license as a Certified Occupational Therapy Assistant.
- Individual is physically capable of performing the essential duties of the job

## ***REPORTS TO:***

**Direct Supervisor:** Registered Physical Therapist

## ***VISION:***

The COTA/L applies professional understandings of child motor development and pathology, service delivery options, and special education law and regulations. The COTA/L carries case management responsibility for all students identified as eligible for occupational therapy special education services and carries out occupational therapy procedures and related duties. The COTA/L consults with administrators, teachers and parents concerning at-risk and IEP-eligible students.

## **JOB GOALS:**

- Assist in the practice of occupational therapy under the supervision of a registered occupational therapist to implement programming established by the Registered Occupational Therapist
- The practice of occupational therapy may include training in activities of daily living, the use of therapeutic activities including task oriented activities to enhance functional performance, and guidance in the selection and use of adaptive equipment (*Recommended Practices for Occupational and Physical Therapy Services in Illinois Schools, ISBE 2003*)
- Improve student occupational therapy outcomes to enable students to access and benefit from the school environment

## **RESPONSIBILITIES:**

- Administration of occupational therapy procedures that is commensurate with education and training under the direction and supervision of the registered occupational therapist. These services shall not include interpretation of referrals, evaluation, interpretation of data pertinent to said evaluation, or the planning or major modification of student's occupational therapy programs. These services may include:
  - Administration of active and passive therapeutic exercises and positioning
  - Providing and/or fabricating splinting/bracing and adapted equipment as needed by the students to enhance their educational process
  - Observe students in the educational setting and report findings to the registered occupational therapist and educational staff, requesting changes in environment or giving suggestions for modifications
  - Implement treatment sessions through direct service, monitoring, or consultation to educational staff and/or parents
  - Assist the registered occupational therapist in an evaluation when needed
- Document involvement with students through departmental paperwork
- Participate in full and individual conferences, IEP meetings and team meetings regarding students followed by the C.O.T.A.
- Meet with the registered occupational therapist regarding new referrals, possible evaluations, planning and implementing therapy plans, and reviewing progress of students served
- Consult with educational staff and parents regarding therapy needs
- Monitor adaptive equipment needs and maintenance
- Maintain and enhance professional competency by participating in informal and formal continuing education

- Formulate and write IEP goals and objectives and other reports under the supervision of the registered occupational therapist
- Complete IEP paperwork utilizing H.E.L.P. or other software
- Effectively communicate, both in written and verbal form, with educational staff, students, parents, and the medical community
- Refer students to motor clinic, gathering all information, and schedule with parents and staff
- Be physically capable of lifting required in student transfers and treatment sessions while applying principles of safety to student and self
- Serve as a potential person to perform physical restraint to ensure student and staff safety
- Maintain the same high level of ethical behavior and confidentiality of student information as expected of fully licensed teachers
- Other appropriate duties as assigned

## ***TERMS OF EMPLOYMENT:***

### **Work Day:**

7.5 hours per day

### **Work Year:**

180 DAYS.

### **Bargaining Unit:**

Bargaining Unit

### **Salary and Benefits:**

Per Contract

## ***EVALUATION:***

Performance of this job will be evaluated in accordance with administrative procedures and established contractual protocols.