

## **NE Colorado BOCES**

### **TITLE: Certified Occupational Therapy Assistant (COTA)**

#### **QUALIFICATIONS:**

1. Completion of occupational therapy assistant program that is accredited by the American Occupational Therapy Association.
2. Maintain certification as defined by and subject to federal and state laws, policies and regulations.
3. Shall have 1 to 2 years of prior successful work experience with a pediatric population.

#### **REPORTS TO:**

Occupational Therapist and Director of Special Education

#### **JOB GOAL:**

To provide occupational therapy services to students with disabilities under the direction and supervision of a registered occupational therapist. These services may include contribution to assessment, intervention, and documentation process.

#### **RESPONSIBILITIES:**

1. Implements therapeutic procedures for which qualified, as designated by the supervising occupational therapist.
2. Contributes to progress reports and helps collect data for Individualized Education Plans.
3. Maintains current records in accordance with school, state, and federal policy.
4. Assists with keeping accurate records of the therapy budget, inventory, and equipment.
5. Assists with establishing goals for students developing individual and group therapy activities.
6. Assists dissemination of established therapeutic programs to the educational staff.
7. Consults with the supervising therapist concerning implementation and status of therapy goals (feeding programs, positioning, equipment, etc.)
8. Constructs, modifies and maintains adaptive equipment for positioning, ADL, vocational, and classroom use.
9. Assists in monitoring work and school environments for accessibility.
10. Helps ensure the proper and safe use of equipment, making certain equipment is constructed properly and maintained in good working order.
11. Helps develop an awareness of individual student needs and assists the occupational therapist in monitoring these needs.
12. Assures that proper positioning and handling techniques are carried out correctly across all environments.

13. Fulfills any other responsibilities as designated by the Director of Special Education.

**TERMS OF EMPLOYMENT:** 185-working days or as established by the BOCES Board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Staff.