

Wachusett Regional School District

INSTRUCTIONAL SUPPORT

JOB DESCRIPTION

TITLE:

Certified Occupational Therapist Assistant (COTA)

QUALIFICATIONS:

The Certified Occupational Therapist Assistant (COTA) shall hold an Associates Degree licensed by the Department of Education in an Occupational Therapy Assistant program. The COTA must have experience working in an educational setting.

REPORTS TO:

Supervisor of Special Education

PERFORMANCE EVALUATION:

The COTA shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The COTA shall provide occupational therapy services to the District. These services shall include assessment, treatment (fine-motor functioning, perceptual motor skills, activities of daily living for school related tasks, construct/monitor use of adaptive devices) and consultation.

In order to meet these responsibilities, the COTA shall:

1. Assess the student's level of functioning;
2. Provide occupational therapy input to team for developing Individual Education Plans (IEP's);
3. Teach parents, teachers, aides, or other appropriate personnel to implement motor programs;

4. Collect and record data on therapy programs;
5. Monitor and evaluate therapy programs using observation, data, and/or pre/post testing;
6. Work cooperatively and communicate appropriately with teaching and support staff;
7. Develop and adhere to daily schedule;
8. Monitor and report student performance and progress;
9. Attend staff meetings and serve on committees as directed;
10. Complete required reports, IEP's, and other forms in a timely and in an acceptable manner; and.
11. Perform any other related task or duty at the direction of the Supervisor of Special Education.

Updated: 4/24/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 04/24/97