

MANCHESTER PUBLIC SCHOOLS
MANCHESTER, CONNECTICUT 06042

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

JOB DESCRIPTION

QUALIFICATIONS:

1. Associate Degree in Occupational Therapy from an accredited program, and a certificate upon completion of the national examination.
2. Maintain licensure in the State of Connecticut as state under Connecticut State Statutes, Chapter 376a, sections 20-74a through 20-74i.
3. Maintain required continuing education units (CEU's) per licensure requirements

ACCOUNTABLE TO:

Director of Pupil Personnel Services
Designated Supervising Occupational Therapist (OTR/L/L)

MAJOR AREAS OF RESPONSIBILITY:

1. Participate in the assessment of fine motor, gross motor, visual perceptual motor, oral motor and sensorimotor function.
 - a. Administers and scores, under the supervision of and OTR/L, standardized assessments (i.e. Peabody Developmental Motor Scales, Bruininks – Oseretsky Test of Motor Proficiency, Test of Visual Perceptual Skills (TVPS), Developmental Test of Visual Motor Integration (VMI), School Functional Assessment (SFA)
 - b. Assists and performs non-standardized assessment techniques under the supervision of an occupational therapist (i.e. functional assessments within the school environment and/or community, Assistive Technology In-District Assessments, Sensory Profiles)
2. Determines therapeutic goals in conjunction with the OTR/L
 - a. Reports and confers with OTR/L, and observational data that relates to student performance
 - b. Reviews assessment results with OTR/L
 - c. Confers with the OTR/L and develops Individualized Educational Plan (IEP) goals and objectives as determined by the OT assessment on assigned students
 - d. Each year, prior to the student's annual review, the COTA confers with the OTR/L regarding student's progress toward goal attainment, and to determine continued eligibility for OT services
 - e. Confers with OTR/L to re-establish goals at the time of the student's annual review

3. Provides intervention services (therapy) to students as established through the IEP, and under the supervision of the OTR/L
 - a. Adheres to frequency of intervention as per the IEP
 - b. Documents reason for missed sessions
 - c. Attempts to re-schedule sessions
 - d. Demonstrates appropriate treatment planning in each session (including space, equipment, and theory)
 - e. Practices proper safety precautions
 - f. Participates in the development of classroom groups when appropriate (inclusion)
4. Communicates with staff (professionals, teachers, administrators, paraprofessionals), parents, etc.
 - a. Participates in PPT meetings (annual reviews, program reviews, etc.) to present OT IEP goals and objectives or report on student progress.
 - b. Participates in staffings, parent/teacher conferences, or other meetings required by building administrators
 - c. Contacts/confers with school personnel and/or parents as necessary regarding a student's programming
 - d. Participates in inservice training for staff
5. Utilizes a team approach in working with professionals parents, staff
 - a. Provides follow-through and reinforcement of other educational goals and objectives as they relate to OT objectives (OT is carried over into classroom activities)
 - b. Communicates with other team members in a professional and effective manner
 - c. Works in conjunction with other staff in providing consultative and/or direct assistance to enhance the student's participation in education
 - d. Participates in the development of home programs and when appropriate, home visits, and reports observations to the OTR/L.
6. Assists in Administrative Duties
 - a. Maintains written records that document therapy sessions and provides updated information regarding student progress
 - b. Assists the OTR/L in writing reports
 - c. Organizes OT schedules for assigned students
 - d. Maintains Medicaid data and completes forms as required
 - e. Maintains records of equipment
 - f. Orders equipment approved by OTR/L
7. Assists in determining and meeting student's adaptive equipment needs (including assistive technology and sensory)

- a. Participates in construction, maintenance, and repair of such equipment
- b. Maintains data regarding effectiveness of equipment if appropriate
- c. Instructs others in proper and safe use of adaptive equipment
- d. Serves as a resource to parents regarding adaptive equipment

PROFESSIONAL RESPONSIBILITIES:

- 1. Attends OT staff meetings
- 2. Attends professional development conferences that provide further education on OT or related topics. Provides report of conference for OT staff or designated team members
- 3. Reads journals/articles and reports at OT staff meetings on designated topics
- 4. Assists the OTR/L with supervision of Occupational Therapy and Occupational Therapy Assistant students completing their Level I or Level II Fieldwork experiences.