

## **Job Description: Certified Occupational Therapy Assistant**

COTA staff provide therapy services under the direction and supervision of a licensed therapist. These services include contribution to and participation in the assessment, intervention and documentation process.

### Qualifications:

1. Must have completed an accredited COTA educational program.
2. All fieldwork must be completed.
3. Must be certified by the appropriate Certification Board following successful completion of the National Certification Examination.
4. Must be licensed in the State of Illinois.
5. Adequate physical strength and knowledge of appropriate body mechanics to position and transfer students with severe limitations.
6. A minimum of 3-5 years experience with either school based or pediatric therapy is preferred.

### Duties and Responsibilities

1. Maintain current Illinois License
2. Participate in, recommend and implement best practice for assessment and evaluation procedures.
3. Facilitate inservice education and professional development for professional staff.
4. Advise and consult staff in problematic issues related to therapy services.
5. Implement therapeutic procedures as designated by the supervising therapist.
6. Other duties as requested by the Superintendent.
7. Ensure the provision of consultation to the educational system regarding student needs, professional needs and school district needs.
8. Participate in training for school staff to assist in the implementation of therapy goals.
9. Completion of documentation, including, but not limited to:
  - a. Supervisory contact
  - b. Progress notes/quarterly progress reports
  - c. Documents necessary to initiate services (prescription, release, tracking...)
  - d. Records of attendance
  - e. Communication regarding therapy services
  - f. Evaluations, reassessments and screening reports
  - g. IEP reports and paperwork ( quarterly reports, annual reports...)
  - h. Billing logs, 3rd party billing information
10. Attendance at collaborative conferences when services are indicated or suspected.
11. Communication of results of evaluation and reports for services to the educational staff, parents and students, and other agencies as appropriate.
12. Participate in continuing education to promote personal and staff development.
13. Recommend, obtain and maintain equipment needed for therapy goals.