

ROLE DESCRIPTION
CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT

TITLE: Certified Occupational Therapist Assistant

QUALIFICATIONS:

1. State of New Hampshire Office of Allied Health Professionals License as a Certified Occupational Therapist Assistant (COTA) required.
2. Associate Degree in occupational therapy assistant from an accredited college/technical school or an equivalent program.

REPORTS TO:

Building Principal and/or Designee(s).

JOB GOAL:

To implement prescribed occupational therapy programs for students under the supervision of an occupational therapist (O.T.R.)

PERFORMANCE RESPONSIBILITIES:

A. IMPLEMENT PRESCRIBED OCCUPATIONAL THERAPY:

1. Provide occupational therapy services to students evaluated and recommended by the registered occupational therapist.
2. Conduct fine and gross motor groups.
3. Consult and coordinate activities with classroom teachers and specialists.
4. Prepare and conduct appropriate therapeutic activities for students in individual and group therapy.
5. Participate in parent(s)/guardian(s) conferences and staffing on assigned students.
6. Provide input in the development of an Individual Education Plan and 504 Plan goals and objectives.
7. Maintain progress records of all students assigned.
8. Provide quarterly Individual Education Plan updates, progress reports and attend progress review meetings as necessary.
9. Observe non-coded students to gather information for the supervisor as to whether further assessment is necessary.
10. Provide and/or create individualize instructional materials, i.e. worksheets.
11. Order and maintain equipment and supplies.

B. MAINTAIN THE HIGHEST STANDARD OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

C. PROVIDE A SAFE ENVIRONMENT, SUPERVISE STUDENTS, AND ACCOMMODATE STUDENTS' MEDICAL/PHYSICAL NEEDS:

1. Provide support to students in various community/school activities.
2. Participate in the supervision of students as assigned.
3. Enforce school/district policies and procedures.
4. Implement behavioral sequences and interventions.
5. Apply physical restraint techniques as necessitated by the students' behavioral plans with training by appropriate personnel.
6. Perform allowable medical procedures/services (may include sensory integration techniques) approved by the district with proper training and supervision by appropriate personnel.
7. Oversee basic job training for the student in and out of the school setting.
8. Assist and/or seat student(s) on and off the bus.

D. PERFORM CLERICAL DUTIES:

1. Assist in the development and utilization of instructional materials and space.
2. Complete daily Medicaid forms and other related paperwork.
3. Document/report student(s) data as requested.

E. MAINTAIN THE HIGHEST STANDARD OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS:

Standing – Frequent
Walking – Frequent
Sitting – Frequent
Driving – Seldom
Lifting – Frequent
Bending/stooping - Frequent

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Master Agreement

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.