

Litchfield School District - SAU 27

POSITION TITLE: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (C.O.T.A.)	
Job Description Approved By: <i>Litchfield School Board</i>	Date: 7/6/05
General Purpose:	The C.O.T.A. will be responsible for the implementation and monitoring of Individual Education Plans for students with disabilities within the school district. The C.O.T.A. is responsible for direct and consultation therapy services to school personnel, students and families.
Reports to:	District Occupational Therapist
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Observe and evaluate students with disabilities as referred under supervision of Occupational Therapist.
2. Assist in planning and implementation of treatment programs and Individual Educational Plans designed to maintain and/or improve level of functioning as found by evaluation.
3. Help students achieve the maximum level of independence in self-care activities in the school setting..
4. Assist in the acquisition of adaptive equipment and devices for the student and/or the classroom.
5. Assist in the provision of consultation to staff and parents relative to student's individual needs.
6. Assist in provision of in-service and/or staff development training to appropriate persons regarding effective methods of implementation training programs.
7. Maintain assessment and treatment records under supervision of Occupational Therapist.
8. Attend staff meetings as appropriate or required.
9. Assist in the acquisition of occupational therapy materials and equipment.
10. Prepare and conduct appropriate therapeutic activities for students in individual and group therapy.
11. Participate in parent(s)/guardian(s) conferences and team meetings on assigned students.
12. Maintain progress records of all students assigned.
13. Follow the guidelines of confidentiality as established by the school district.
14. Work cooperatively as a member of a school team.
15. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
16. Perform other tasks and assume other responsibilities as may be assigned by the District Occupational Therapist.

Evaluation: Evaluation will be completed by the District Occupational Therapist and Building Administrator prior to May 31st. Evaluation will be based on professional performance and effectiveness in carrying out the responsibilities of the position as defined.

TERMS OF EMPLOYMENT:

At-will; non-exempt

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate degree from college program for Occupational Therapy Assistants.
Experience in public school sector or knowledge of pediatric therapy services.

Necessary Knowledge, Skills and Abilities:

1. Ability to assist the Occupational Therapist in the evaluation, development and implementation of therapy services.
2. Ability to assist in the provision of consultation services to school personnel and families
3. Knowledge of technology, delivery of therapy through the use of assistive technology devices.
4. Possess collaboration skills to assist in the evaluation and provision of occupational therapy services.
5. Possess strong organization skills
6. Strong communication, public relations, and interpersonal skills.

LICENSURE AND CERTIFICATION REQUIREMENTS:

NH / AOTA License as a Certified Occupational Therapist Assistant (C.O.T.A.) and certified by the National Board for Certification in Occupational Therapy.

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Occasionally required
4. Lift over 50 lbs:	Rarely required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Rarely required
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Frequently required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Frequently required
4. Squatting:	Frequently required
5. Kneeling:	Frequently required
6. Crouching:	Frequently required
7. Climbing:	Frequently required
8. Balancing:	Frequently required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>											
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8				

Work Performed: Inside: 100%
Outside: 0%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, and the community.

Summary of Occupational Exposures:

May be exposed to inappropriate student behaviors (i.e. kicking, biting, hitting, spitting, pinching.)

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is required to do some lifting, especially of wheelchair bound students, students on/off of sensory swings, wheelbarrow walks, and pull/push students on scooter boards. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.