

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

TITLE: Certified Occupational Therapist Assistant (COTA)

QUALIFICATIONS: 1. Licensed graduate of an accredited Certified Occupational Therapist Assistant program
2. Prior experience in school situation desirable
3. Possess good human relations and communication skills

REPORTS TO: Principal, Occupational Therapist(s)

SUPERVISES: N/A

JOB GOALS: To assist the Occupational Therapist(s) in the assessment and treatment of students referred for occupational therapy services.

PERFORMANCE RESPONSIBILITIES:

1. Assures the safety of students while moving to and from the occupational therapy room, as well as while treating them.
2. Assists in maintenance of the occupational therapy rooms and equipment, as well as ensuring the availability of appropriate supplies and materials.
3. Implements the occupational therapy treatment plan in consultation with the OTR while working independently of the OTR in the performance of duties.
4. Recommends and documents changes to the treatment plan, revises and writes new goals as needed, with OTR consultations.
5. Provides the necessary adaptive equipment.
6. Fabricates splints as needed.
7. Attends staffings to provide necessary information to staff and parents to affect student's therapy.
8. Coordinates occupational therapy with appropriate school staff.
9. Maintains daily notes following therapy session.
10. Prepares home programs when such are warranted.
11. Maintains student information in a professional and confidential manner.
12. Performs other related duties as assigned by the Occupational Therapist(s) and/or principal.

TERMS OF EMPLOYMENT: Work year to be established by the Board of Education, salary and benefits as determined by the contractual agreement.

EVALUATION: By the Principal with input from Occupational Therapist(s) in accordance with the contractual agreement.

Approved November 18, 1996