

BOURNE PUBLIC SCHOOLS

CERTIFIED OCCUPATIONAL THERAPY (COTA) JOB DESCRIPTION

Reports to: Supervising Occupational Therapist/ Administrator

Job Goal: Assists the Occupational Therapist in providing OT services for students
JD86

Essential Duties and Performance Responsibilities

Professional & Ethical Practices:

- Arrives on job at required time / stays on job for prescribed amount of time
- Takes direction and implementation from supervising Occupational Therapist
- Maintains professional relationships with students, staff, administration and caregivers
- Participates in staff training / professional development
- Reports concerns to the teacher(s)/Supervising OT
- Respects children's confidentiality in all interactions with staff, parents, community
- Demonstrates proficiency in oral and written communication skills
- Models & promotes appropriate communication, socialization, and conversation skills
- Provides confidential communication to parents via agendas, logs, data sheets under the direction/supervision of the Supervising OT or administrator upon request/as needed

Instructional Content & Ability to Support Student Instruction:

- Assists in the implementation of accommodations, modifications, organizational skills in accordance with the IEP
- Fosters Independent learning skills as appropriate for developmental and grade level functioning, such as unpack backpacks, use of locker, having necessary materials, self-advocacy, etc.
- Assists with functional daily living skills as appropriate for developmental and grade level functioning, such as buttoning, zippering, tying shoes, cutting, use of agenda, etc.
- Supports students in developing appropriate behaviors including assisting in the implementation of a behavior intervention plan
- Learns and displays knowledge of subject matter necessary to assist students
- Adapts school and classroom environment, tools, and materials under the supervision of the occupational therapist
- Assists the Occupational Therapist with assessing students' fine motor, and development skills (IE: oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function, postural tone, etc.) for the purpose of determining their deficits and developing recommendations *
- Attends meetings and workshops (IE: IEPs, 504 meetings, training, team meetings, conferences, meetings with outside agencies, etc.) for the purpose of conveying and/or receiving information including best practices for school OT delivery.

- Consults with Occupational Therapists, Physical Therapists, Speech Therapists, teachers, educational assistants, families, etc. for the purpose of providing requested information, reviewing/revising students' occupational therapy goals/objectives, developing plans for services and/or making recommendations to implement goals
- Implements therapeutic activities and instructs students, teachers, parents, and other involved persons (IE, positioning, adjusting special equipment, etc.) for the purpose of providing appropriate care to students and/or supporting the student's IEP for use in the classroom
- Prepares written materials (i.e. activity logs, progress notes, reports, memos, data sheets, etc.), for the purpose of documenting activities, providing written reference, and/or conveying information
- Presents information (IE, student performance data, clinical feedback, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls
- Provides direct occupational therapy services to students, according to IEP goals, for the purpose of ensuring compliance with established practices and procedures
- Maintains caseload and schedule
- Other responsibilities as assigned by Director of Special Education and Student Services and/or building Principals
- Provide appropriate assistive technology and other various equipment to support student's success within the classroom.
- Complete medicaid reimbursement

LICENSURE requirements:

- Earn an Associate's degree or higher in Occupational Therapy from an American Occupational Therapy Association (AOTA) or the Accreditation Council for Occupational Therapy Education (ACOTE) certified school.
- Pass the National Board of Occupational Therapists (NBCOT) COTA examination.
- MA Department of Public Health COTA license
- Complete Continuing Education contact hours to renew license.

Evaluation: Annually by the Principal or Special Education Administrator

Approved: SC 06.04.2024