

Position: Certified Occupational Therapy Assistant

Job Summary: COTA staff provide therapy services under the direction and supervision of a licensed therapist. These services include contributing to and participating in the assessment, intervention, and documentation process.

Qualifications/Minimum Requirements:

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.

Reports to: Building Principal/ Special Education Coordinator

Responsibilities:

- Maintain current Illinois License
- Participate in, recommend, and implement practice for assessment and evaluation procedures.
- Facilitate in-service education and professional development for professional staff.
- Advise and consult staff on problematic issues related to therapy services.
- Implement therapeutic procedures as designated by the supervising therapist.
- Ensure the provision of consultation with the educational system regarding student, professional, and school district needs.
- Participate in training for school staff to assist in implementing therapy goals.
- 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
- Attendance at collaborative conferences when services are indicated or suspected. Communicate evaluation results and reports for services to the educational staff, parents and students, and other agencies as appropriate.
- Participate in continuing education to promote personal and staff development.
- Recommend, obtain, and maintain equipment needed for therapy goals.
- Other duties as requested by the Special Education Coordinators.

Benefits:

- The O'Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.