BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

# Certified Occupational Therapy Assistant (COTA)

**Purpose Statement**
The Certified Occupational Therapy Assistant (COTA) assists in providing occupational therapy services to students under the supervision of licensed therapists to support their educational goals.

**Supervisory Relationship**
Reports to: Assigned Registered Occupational Therapist(s) and Director of Special Education

**Essential Functions**
- **Implement Therapy Services:** Execute services as determined through the IEP process, including individual and group therapy activities.
- **Data Collection:** Assist in establishing, implementing, and collecting data on therapy goals and objectives.
- **Environment Adaptation:** Modify school and classroom environments, tools, and materials to improve student functioning and access to activities.
- **Screening and Assessment:** Participate in screening and assessment using standardized measures under the direction of supervising occupational therapists.
- **Documentation:** Provide necessary documentation and maintain files and records in cooperation with the occupational therapist.
- **Therapeutic Activities:** Implement therapeutic activities and instruct students, teachers, parents, and other involved persons on proper techniques and use of equipment.
- **Equipment Maintenance:** Ensure treatment equipment and supplies are in clean and proper working condition.
- **Collaboration:** Consult with therapists, teachers, instructional assistants, and families to review and revise students' therapy goals and develop plans for services.
- **Professional Development:** Attend meetings and workshops to convey and receive information and best practices for school OT delivery.
- **Transportation:** Transport necessary materials and equipment for therapy sessions.
- **Assistive Devices:** Troubleshoot and maintain assistive devices to ensure they are in proper working order.
- **Confidentiality:** Maintain confidentiality regarding student information.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills:**
- Proficient in basic computer skills.
- Capable of planning and executing therapy activities.
- Competent in maintaining accurate records.
- Highly organized with strong attention to detail.

**Knowledge:**
- Understanding of occupational therapy principles and practices.
- Familiarity with IEP processes and educational goals for students with disabilities.
- Knowledge of assistive technology and therapeutic equipment.

**Abilities:**
- Adapt to various work environments and changing conditions.
- Communicate effectively with diverse groups.

- Handle physical demands, including lifting and managing students with disabilities.
- Maintain confidentiality and work as part of a team.

**Responsibility**
Work under direct supervision using standardized routines. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units as needed. Have a continual impact on the organization's services.

**Work Environment**
Varies from well-equipped therapy rooms to hallways or other noisy, crowded areas due to space constraints. Requires the lifting and physical handling of students of all ages with multiple disabilities. Involves precautions regarding bodily fluids and physical handling during feeding, oral motor programming, and toileting.

**Experience**
Minimum of one year of experience with a background in pediatrics, school systems, assistive technology, or sensory integration is desirable.

**Education**
Associate degree in Occupational Therapy from an approved and accredited program

**Certificates and Licenses**
Initial certification with the National Board for Certification in Occupational Therapy (NBCOT).
Licensed by the North Dakota State Board of Occupational Therapy Practice

**Continuing Education/Training**
Maintain licenses
Participate in ongoing training as required

**Clearances**
Criminal Justice Fingerprint/Background Clearance

**FLSA Status**
Non-Exempt

**Salary Grade**
SM

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