

## Job Description

- JOB TITLE:** **Certified Occupational Therapist Assistant (COTA)**
- JOB SUMMARY:** Assists an Occupational Therapist by completing all assigned therapeutic and consultative services required by the school districts and documented in Individual Education Plans (IEP).
- EDUCATION:** Completion of an accredited COTA academic program and licensed as a COTA with the National Board of Occupational Therapy and the States of NH and Maine.
- EXPERIENCE:** One year of experience working with children with significant and multiple disabilities providing therapeutic support.
- PHYSICAL REQUIREMENTS:** Free of restrictions which would limit the use of the body as it relates to the repetitive lifting of weight up to 50 pounds, and physical management of student consistent with CPI training.
- OTHER REQUIREMENTS:** Valid driver's license, Obtain and maintain certification in First Aid, CPR, and CPI. Participate in professional development. Have or obtain a National Provider Identifier (NPI) number.
- ACCOUNTABILITIES:**
1. Provides group and individual therapy sessions for students requiring services as documented in the student's IEP, in partnership with the Occupational Therapist.
  2. Completes all documentation, including daily notes, Medicaid documentation, and units of service billing.
  3. Works closely with all staff in providing training and developing therapeutic activities for each student receiving services.
  4. Contributes information needed for records and student progress reports.
  5. Attends staff meetings and in-service trainings.
  6. Performs other duties as assigned by the Occupational Therapist as outlined in the scope of practice.
- JOB SUPERVISOR:** Occupational Therapist
- WORK SCHEDULE:** Compensation is based on 35 hours per week during the school year and summer school (207 days). Daily work hours are from 8:00 am until 3:00 pm.
- ACKNOWLEDGEMENT:** I have read and understand the above job description. Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_