

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORIGINATION DATE 1986

LAST REVISION DATE October 2019

POSITION TITLE Certified Occupational Therapy Assistant (COTA) BAND & GRADE C-4-1-9

IMMEDIATE SUPERVISOR Director of Special Education &/or Special Education Coordinator

**Job Summary (Basic Purpose of Position)**

The Certified Occupational Therapy Assistant (COTA) is responsible for implementing interventions and therapy regarding student's fine and gross motor skills and functional abilities under the direction of an Occupational Therapist.

**SUPERVISOR**

**EMPLOYEE**

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
1.0 Develop, revise and implement daily schedule to provide direct, indirect, consultative services, collaboration and documentation time. Travel between settings may be required.	C4			Knowledge of: 1. Current educational issues and best practices. 2. State rules and regulations regarding OT services within a school system. 3. Effective intervention strategies. 4. Individuals with Disabilities Education Act (IDEA) and the IEP process. 5. Federal Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and District policies and procedures.	1.0 Students with identified OT needs are receiving therapy in accordance with IEP.
1.01 Provide direct, indirect and consultative occupational therapy services in accordance with the student's Individualized Educational Plan (IEP).	C4				1.01 OT Services for all students on caseload are provided that are relevant and individualized for each student.
1.02 Instruct/teach strategies to students, teachers, paraprofessionals and others involved in the child's care for the purpose of providing appropriate care to the student and/or supporting the student's IEP in collaboration with the occupational therapist.	C4				1.02 Teachers and support staff are provided with relevant strategies for student success.
1.03 Adapt school and classroom environment, tools and materials in collaboration with the occupational therapist for the purpose of improving student functioning and	B2 - C4				1.03 Students are supported within their environments with appropriate adaptations and modifications.

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facilitating student access to curricular and instructional activities.				Ability to:	
1.04 Attend meetings for the purpose of conveying and/or receiving information and relay information to the occupational therapist in a timely manner.	B2			1. Work and communicate effectively with students who have various delays and disabilities.	1.04 Relevant information is shared with the appropriate team.
1.05 Assist occupational therapists with assessing students' fine motor and developmental skills for the purpose of determining deficits and developing recommendations.	B2 – C4			2. Work cooperatively with others (teachers, paraprofessionals, parents, guardians, administrators, etc.)	1.05 Student needs are being met through ongoing assessment.
1.06 Consult with student's relevant team members.	B2 – C4			3. Demonstrate techniques and methods for supporting students in the classroom.	1.06 Works cooperatively with others.
1.07 Maintain files and/or records (e.g. progress reports, activity logs, medical assistance billing, etc.) for the purpose of documenting activities and/or ensuring an up-to-date trail for compliance with various state, federal, and administrative regulations.	B2			4. Recognize student strengths and weaknesses in communication, social functioning and motor skills.	1.07 Documentation is completed in a timely manner and stored in accordance with District policy.
1.08 Maintain treatment equipment and supplies in clean and proper working condition.	B2			5. Apply problem solving processes and creative thinking skills.	1.08 Equipment is in clean and good working condition.
1.09 Transport a variety of items for the purpose of providing therapy and supporting the student's IEP goals.	B2			6. Complete required documentation, medical assistance activity logs and progress notes in a timely manner.	1.09 Equipment is available to meet student needs.
1.10 Collaborate with occupational therapists per state and federal regulations.	B2 – C4			7. Communicate effectively both verbally and in writing.	1.10 Supervision requirements are in compliance with state and federal regulations.
1.11 Communicate and collaborate with occupational therapy team for the purpose of cohesive therapy teaming and effectively implementing any program changes.	B2 – C4			8. Work with students in a variety of educational settings. 9. Follow work direction provided by occupational therapist(s)	1.11 Occupational therapy program will run cohesively and as a unit.

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1.12 Maintain continuing education hours and licensure through the Minnesota Board of Health	C4			10. Work and communicate effectively with occupational therapist(s). 11. Work effectively with occupational therapy team. 12. Balance, bend, kneel, reach and stand. 13. Physically transfer and reposition students. 14. Move between work/service locations during the work day. 15. Demonstrate consistent and reliable attendance. 16. Maintain required licensure and/or certification(s)  Skills in:  1. Preparation and implementation of effective treatment and intervention strategies.	1.12 COTA will provide proof of current licensure to the Human Resources Department.
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**MINIMUM QUALIFICATIONS:** Certification/Licensure by the State of Minnesota as an Occupational Therapy Assistant