

**EASTERN UPPER PENINSULA INTERMEDIATE SCHOOL DISTRICT
JOB DESCRIPTION**

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)

Reports To: Director Special Education

Period of Employment: 185 days per year

Purpose of Position: The role of the COTA is to provide quality individualized occupational therapy to assigned students under the direction of the registered occupational therapist (OTR). The COTA and OTR will work cooperatively and effectively with teachers, parents, students, IEP Team members and other school personnel to assist in implementing the student's individualized education program.

Minimum Qualifications:

- Possess valid certification from an accredited program as a certified occupational therapy assistant
- Previous school experience with special needs students preferred
- Must have regular and reliable attendance
- Adheres to FERPA and District confidentiality policies
- Valid driver's license
- Maintain all required professional licensure
- Ability to lift/carry items up to 50 pounds, frequent walking, standing, sitting, going up/downstairs

Duties and Responsibilities:

- Function as a member of the Multi-disciplinary Evaluation Team (MET) in assessing the specific needs of students referred and participate in IEP meetings as requested
- Provide direct occupational therapy as requested by the OTR
- Assist in the development of therapy schedules and treatment plans along with the OTR
- Implement appropriate assistive technology plans as requested
- Complete all reports in a timely manner
- Provide input regarding student needs and strengths to the IEP Team
- Assist with development of student goals and objectives based upon relevant data
- Maintain adequate records and assessment data for each student served.
- Demonstrate current knowledge of interventions and supports
- Work closely with, and be a resource for, students, parents, teachers and administrators to facilitate student growth and achievement
- Attend meetings as assigned; daily travel
- Understand and embrace the inclusion of disabled students in general education
- Ability to work independently and as part of a team
- Ability to develop and maintain successful working relationships with students and school staff
- Ability to explain and demonstrate appropriate intervention techniques to reach all learners
- Occasional home visits to provide services and/or obtain information to assist with evaluations
- Be student centered and advocate for students
- Maintain thorough and accurate documentation
- Consult and collaborate with classroom staff and IEP Teams to enhance student achievement
- Remain free of substance abuse and/or illegal drug use at all times
- Other duties as assigned by the Director of Special Education.

Wages and Fringes:

As established by the EUPISD Board of Education

10/2022