

# REGION IX EDUCATION COOPERATIVE

## Certified Occupational Therapist Assistant (COTA) Job Description

<b>POSITION TITLE</b>	Certified Occupational Therapist Assistant (COTA)
<b>REPORT TO</b>	Education Services Director
<b>Work Day/Year</b>	Minimum 7.5 hours daily/183 Days
<b>Classification:</b>	Exempt
<b>Salary Schedule:</b>	Ancillary Services
<b>Duty Station:</b>	R9 Main Office with a caseload assigned in Member Schools

### ESSENTIAL FUNCTIONS

1. Represents REC IX, programs and member districts in a positive manner, interacting with the general public and colleagues
2. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.)
3. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of Region IX programs in compliance with FERPA/HIPAA and other federal and state confidentiality regulations
4. Attendance on a regular basis consistent with the Region IX attendance policy is required. Attendance at mandatory Region IX or program meetings and professional development is required.
5. Promptness is required including being present in the assigned work place at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory Region IX or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional and courteous manner is required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Maintaining an atmosphere that protects the privacy and confidentiality of student and personnel records and information is required.
10. Understanding and compliance with the Region IX employee policy manual, technology policy, and Region IX Time Study system are required.
11. Performs initial and ongoing evaluation with use of standardized tests, customized measures and/or observations to evaluate children in the areas of suspected disabilities in accordance federal/state/district regulations and policies and procedures and consistent with professional licensing As determined by IEP/IFSP Committee, plans and administers occupational therapy programs designed to support the student's identified educational goals.
12. Utilizes treatment procedures consistent with IEP/IFSP, federal/state/district regulations and professional licensing in accordance with policies and procedures, obtains, integrates, and interprets evaluation information and progress to support educational goals as determined by the student's IEP/IFSP In a professional manner, provides information to the student, family and personnel involved in the student's educational program concerning areas of educational support/need as identified by the IEP/IFSP and consistent with professional licensing In accordance with IEP/IFSP, refers and/or collaborates with outside agencies/professional personnel, to obtain requested student information to support the student's evaluation and/or educational program. Adheres to district policies and procedures in collaborating with outside agencies/personnel

13. In accordance with federal/state/district regulations, documents services to students as identified in the IEP/IFSP according to professional board standards and consistent with policies and procedures
14. Demonstrates knowledge and compliance with all licensure specific professional standards of ethics and professional conduct
15. The OT will use professional discretion, consistent with evidence-based practices, to designate responsibilities to a certified occupational therapy assistant. Responsibilities that require the OT's hands-on and/or eyes-on assessment may not be designated.
16. When the OT is assigned a COTA, it is a requirement of this job that they comply with all monitoring, evaluation and reporting obligations required by their profession.
17. Completes all record keeping and reporting documentation in a timely, comprehensive and accurate manner
18. Responsible for planning, conducting, and evaluating in-service training programs on occupational therapy and related topics for staff, families, students and community, as requested by supervisor
19. As required, travels from site to site on a daily basis and as emergencies arise
20. This job description is to be used as a guide for accomplishing REC IX objectives and only covers the essential functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties.

### **QUALIFICATIONS**

Must be licensed by the State of New Mexico Department of Education and the State of New Mexico Licensing and Regulation Professional Licensure. Three years successful work experience in public schools/institutions of higher education or other agencies preferred. Must demonstrate strong interpersonal skills. Must be willing to carry out assigned tasks and perform responsibilities. Other qualifications determined necessary by Region IX Executive Director, commensurate with licensure and experience.

### **PERFORMANCE RESPONSIBILITIES/WORKER TRAITS**

Occupational therapy is a related service in which the therapist functions as a member of an interdisciplinary team whose purpose is to provide an appropriate program for children with disabilities and their families. An occupational therapist utilizes professional training to evaluate and apply evidence-based practices to support educational programming designed to provide the student with a free and appropriate education in accordance with federal/state/district regulations and policies and procedures. The occupational therapist will communicate clearly in giving and receiving oral/written instruction; will demonstrate adaptability in relations with co-workers; will exhibit an accepting and non-threatening attitude and cultural sensitivity to children and families; demonstrate the ability to appropriately manage behavior and create an appropriate learning environment which will support students to attain their educational goals. The therapist will demonstrate professional behavior consistent with the professional code of ethics and REC IX policy and procedures.

### **Supplies and Equipment**

Occupational therapy programs utilize standardized tests, adaptive devices, home-making equipment, basic hand and power tools, therapeutic recreation equipment, toys, games, and craft supplies

### **HYSICAL REQUIREMENTS**

#### **I. SITTING TASKS**

A. Sitting tasks are a continuous necessary requirement of the job

1. 75% of the time
- B. Duties performed during sitting are:
  1. Evaluations
  2. Report writing
  3. Therapy sessions
  4. IEP meetings

**II. WALKING TASKS**

- A. Walking tasks are a continuous but essential requirement of the job
  - 1. 15% of the time
- C. Duties performed during walking:
  - 1. Getting children from classrooms for therapy
  - 2. Walking to classrooms for inclusion therapy

**III. STANDING TASKS**

- A. Standing is an occasional but essential requirement of the job
  - 1. 10% of the time
- B. Duties performed during standing are:
  - 1. Classroom inclusion lessons
  - 2. Therapy lesson

**IV. SPRINTING/RUNNING**

- A. Sprinting/running is an occasional but essential requirement of the job
  - 1. 10% of the time
- B. Duties performed during sprinting/running are:
  - 1. In case of emergency

**V. FLEXIBILITY**

- A. Bending or twisting at the neck is an occasional but essential requirement
- B. Bending or twisting of the trunk is a continuous requirement
- C. Squatting, stooping, and kneeling are continuous requirements
- D. Reaching forward is a continuous requirement
- E. Reaching above the head is an occasional but essential requirement

**VI. ACTIVITIES**

**VII. USE OF ARMS AND HANDS**

- A. Manual dexterity is a continuous but essential requirement of the job
- B. Use of arms is a continuous but essential requirement of the job

**VIII. LIFTING 10 - 25 POUNDS**

- A. Lifting items weighing between 10 - 25 pounds is an occasional but essential requirement of the job
- B. Items lifted from floor to waist, from waist to shoulder, and from shoulder to overhead and vice versa
- C. It is not necessary to lift more than 26 pounds

**IX. PUSHING AND PULLING**

- A. Pushing and pulling of items 25 - 50 pounds is an occasional but essential requirement of the job
- B. Pushing and pulling of items over 50 pounds is an occasional but essential requirement of the job

**X. CARRYING TASKS**

- A. Carrying of items 25 - 50 pounds is an occasional but essential requirement  
Examples: Books, computer equipment, wheelchair

**XI. WORKING CONDITIONS**

- A. Working inside is a continuous requirement of the job

- B. Risk of getting a minor injury is an occasional hazard of the job
- C. Interacting with the public and other workers is a continuous but essential requirement
- D. Extended work hours is a continuous requirement of the job
- E. Multiple demands from several people is a continuous requirement
- F. A quiet, well lighted, well ventilated spacious room designated for speech therapy only is a continuous and essential requirement of the job

**XII. PHYSICAL ABILITIES/ACTIVITIES**

- A. Physical abilities and activities of the job are the physical abilities and sensory perceptions that are essential to the job
- B. Vision
  - 1. Adequate vision for reading and writing evaluations
  - 2. Adequate vision for reading and writing reports
- C. Hearing
  - 1. Normal acuity
- D. Speech/Communication
  - 1. Communicating appropriately (oral and written) is a continuous and essential requirement of the job

**XIII. USE OF PROTECTIVE EQUIPMENT**

- A. Personal protective equipment essential to the job:
  - 1. Gloves for oral peripheral exam

**Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for COTA.

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Signature \_\_\_\_\_