

ATTACHMENT NO. IX-E: COTA Position and Job Description

Potential motion: Move to Approve the Certified Occupational Therapy Assist Job Description

Recommended action: Approve the motion

North Boone provides Occupational Therapy (OT) services to children who have needs that are identified as part of their individual education plan. Occupational Therapists have specific knowledge and expertise to appropriately address student needs in the area of fine motor and sensory processing.

On a yearly basis NIA (The Northwestern Illinois Association) conducts a needs assessment for North Boone and makes recommendations for staffing allocations for the upcoming school year. The projected needs for FY 17 was 42 students with 1 full time Occupational Therapist to provide services to the district. Due to an increase in student needs, the caseload is now at 67 students and a recent needs assessment recommendation is to increase Occupational Therapist services by 2.5 days a week (20 hours). In addition to the needs assessment there has been consultation with an Inclusion Specialist who has worked with the staff at Poplar Grove. The Inclusion Specialist recommended an additional staff member to assist with student needs based upon her observation and working with members of the team.

An alternative to hiring an Occupational Therapist would be to hire a Certified Occupational Therapy Assist (COTA). The COTA is primarily responsible for implementing the therapeutic program prescribed by the occupational therapist. Hiring a COTA is more fiscally responsible way to fill the current needs.

It is recommended to post a position to hire a COTA for 20 hours per week to meet increased student needs.

# North Boone

## *Community Unit School District 200*

### Job Description-Faculty (DRAFT)

Position/Title: Certified Occupational Therapy Assistant (COTA)

Reports to: Director of Special Education, building Principal and Occupational Therapist

#### Qualifications

1. Valid Illinois State Licensure
2. Successful experience as a Certified Occupational Therapist Assistant or experience in the assignment in question within the previous three years.
3. Strong instructional, organizational and interpersonal skills.

**General Responsibilities:** The Certified Occupational Therapist Assist (COTA) uses their expertise to help children prepare for and perform important learning and school-related activities to fulfill their role as a student. The COTA provides unique therapeutic services to enhance the goals and objectives of eligible students. The COTA is primarily responsible for implementing the therapeutic program prescribed by the occupational therapist.

#### Duties:

1. Implement the therapeutic program prescribed by the occupational therapist.
2. Collaborate with other disciplines to ensure team understating of student occupational performance strengths and needs, through evaluation, educational program planning, and service delivery.
3. Provide and/or assist in professional development for staff, parents, and/or community.
4. Assist occupational therapist in determine extend to which goals and objectives are being met by collecting and maintaining data on individual student goals.
5. Proficiently use technology to communicate, compile reports, and collect data.
6. Participate in building or program activities and meetings as appropriate.
7. Demonstrates confidentiality in relationships.
8. Works in cooperation with building principals, supervisors, and staff members to implement appropriate services.
9. Abide by the Teacher Expectations and Responsibilities outlined in the North Boone CUSD Teacher Handbook.
10. Assume other duties and special projects as assigned.