

REGION IX EDUCATION COOPERATIVE

CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT (COTA) Job Description

POSITION TITLE: Certified Occupational Therapist Assistant (COTA)
REPORTS TO: Education Services Director
Work Day: Minimum 7.5 hours daily
Contract Days: 190
Classification: Exempt
Salary Schedule: COTA
Duty Station: R9 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. Utilizes treatment procedures consistent with IEP/IFSP, federal/state/district regulations and professional licensing. In accordance with policies and procedures, obtains, integrates

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evaluation information and progress to support educational goals as determined by the student's IEP/IFSP.

12. 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.
13. 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.
14. 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.
15. Demonstrates knowledge and compliance with all licensure specific professional standards of ethics and professional conduct.
16. When the COTA is assigned supervision by an OT, it is a requirement of this job that they comply with all supervision 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. Other responsibilities deemed necessary and appropriate by administration.

QUALIFICATIONS

1. Must be licensed by the State of New Mexico Department of Education and the State of New Mexico Licensing and Regulation Professional Licensure.
2. Three years successful work experience in public schools/institutions of higher education or other agencies preferred.
3. Must be able to obtain a National Provider Identifier (NPI) number and be a Medicaid provider.
4. Must be able to demonstrate strong educational/professional and working knowledge of federal regulations and state law related to special education, including evaluation and IEP development.
5. Must demonstrate strong interpersonal skills.
6. Must be willing to carry out assigned tasks and perform responsibilities.
7. Other qualifications determined necessary by RECIX Executive Director.
8. Must be willing to travel/use own vehicle for transportation

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 therapy assistant utilizes professional training to apply

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evidence-based practices to support educational programming designed to provide the student with a free and appropriate public education in accordance with federal/state/district regulations and policies and procedures. The occupational therapist assistant 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 adaptive devices, home-making equipment, basic hand and power tools, therapeutic recreation equipment, toys, games, and craft supplies

PHYSICAL 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

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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 Occupational Therapist. 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 _____