

**Roswell Independent School District  
Job Description**

**Job Title: CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)**

**Reports To: ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES**

**General Job Description:**

To assist the Occupational Therapist in implementing the individual educational plan (IEP) for students.

**Essential Duties and Responsibilities:**

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Know what to do to successfully complete assigned work.
7. Project over-all concern for personal appearance as it relates to job performance.
8. Assist in therapeutic services aimed at enhancing the student's potential for learning.
9. Assist students in acquiring the functional performance skills needed to participate in the education environment.
10. Help students function independently.
11. The COTA will assist in assessment, screening, evaluations, reassessment, treatment activities, and documentation following initial direction of the OTR.
12. Assist the Occupational Therapist in implementing the Individual Educational Plan (IEP) for students.
13. *Staff will have 10 business days from the completion of service to enter their Medicaid notes as supervised by the OTR.*
14. Maintain confidentiality with sensitive matters.
15. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
16. Communicate in well-organized oral and written forms.
17. Report to work on time and work no less than 7.25 hours per day.
18. Work independently with very little supervision, per NM Licensing & Regulatory Board and discretion of supervising Occupational Therapist.
19. Other tasks as may be deemed appropriate and necessary by your immediate supervisor.

**Qualifications:**

1. High School diploma or GED
2. The completion of a planned program through an accredited institution.
3. Current NM Licensure per State of NM Licensing & Regulatory Board.
4. Valid Driver's license and Car Insurance
5. Must obtain a minimum of 2.0 CEUs or 20 Contract hours per year to meet Licensure requirements.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA) (CONT'D)**

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Make site or home visits as needed. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**