

**TITLE: CERTIFIED OCCUPATIONAL THERAPEUTIC ASSISTANT (COTA)
CATEGORY 4 PARAEDUCATOR**

QUALIFICATIONS:

1. Completion of an approved COTA program
2. Active License from Department of Public Health
3. Proven ability to work with children with a variety of abilities in a polite and friendly manner and relate to a variety of constituencies, including but not limited to: administrators, parents, teachers, students, other school staff and visitors.
4. Possess strong verbal and written communication skills.
5. Demonstrated aptitude or competence for assigned responsibilities.
6. May be required to physically support students in lifting and positioning them.
7. Must be trained/trainable in and maintain non-violent crisis intervention model.
8. A sense of humor and a proven ability to work in a polite and friendly manner with all staff members, students, and with the larger educational community.
9. Such alternative to the above qualifications as the school department may find appropriate and acceptable.

REPORTS TO:

Building principal, Special Education administrator or designee, supervising Special Education teacher, related service providers, general education classroom/specialist teacher(s) and/or assigned and supervising Occupational Therapist

JOB GOALS:

1. 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.
2. Provide a safe and supportive educational environment for all students and staff as well as providing classroom support to teachers and students.

PERFORMANCE RESPONSIBILITIES (include but are not limited to):

1. Promote independence in activities of daily living (including dressing and feeding) through problem solving, suggesting adaptations and observation of the student.
2. Observe, problem solve and suggest positioning techniques to enhance educational participation and maximize function.
3. Discuss and exchange information about the students assigned with the occupational therapist.

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4. Utilize task analysis to suggest techniques to the educational team with regard to feeding, activities of daily living, pre-writing, pre-cutting, and other skills needed for school performance.
5. Implement the individualized/small group therapeutic program prescribed by the occupational therapist based on goals and objectives.
6. Assist occupational therapist in determining extent to which goals and objectives are being met by collecting and maintaining data on individual student goals and behavior.
7. Maintains confidentiality of student records and respects the confidential nature of the classroom and will refer to the classroom teacher if a problem arises.
8. Assists the supervising teacher/therapist in the setting and maintaining reasonable standards of behavior and performance.
9. Escorts children to and from transportation in a safe and responsible manner as directed by the supervising teacher.
10. Reports all student accidents and/or incidents to the supervising teacher immediately or as soon as possible.
11. Completion of mandated reporting for behavioral incidents (time-outs, restraints, etc.)
12. Follows individual student safety plans, IEP's, 504's, health care plans, attend team meetings as requested, etc.
13. Works with students in a variety of school/classroom settings (small group, classroom, recess, lunch, transitions, field trips, assemblies, specialists, etc.).
14. Ability to work independently and make good judgments "in the moment."
15. Participates in regular professional development offered both in and out of the district as requested. (full-time paraeducators)
16. Exposure to aggression and/or bodily fluids is an expected outcome of this position. Will assist students with activities of daily living as needed (feeding, toileting, etc.).
17. Performs such other duties or tasks and assumes such other responsibilities as may be designated or assigned by immediate supervisors.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

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TERMS OF EMPLOYMENT: *Varied based on student and district need; full time and part time opportunities available - school calendar year.*

EVALUATION: *Performance of this job will be evaluated annually in accordance with the provisions of the School Committee's policy on the evaluation of support personnel*

SALARY: *Per current EAPC paraeducator contract*

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Plymouth School Committee – Updated

Information: December 18, 2017
Discussion: December 18, 2017
Approved: December 18, 2017