



WEST CENTRAL EDUCATION DISTRICT
Collaborating for a Stronger Educational Community

Member School Districts:
Albany, Melrose, Paynesville, and Sauk Centre

Program Oversight:
Early Intervention, Beacon, ALC, and SAIL

Job Title: Certified Occupational Therapy Assistant (COTA)- 0.8 FTE (146 days during school year)

Location: West Central Education District- providing services to 1 or more member district (Albany, Melrose, Paynesville, and Sauk Centre)

Reports to:

- Special Education Supervisor
- Supervising OTR

Position Overview: The Certified Occupational Therapist Assistant (COTA) is responsible for implementing intervention and therapy regarding students' fine and gross motor skills and functional abilities (e.g. perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.) under the direction of the Occupational Therapist.

Essential Functions:

- Adapts school and classroom environment, tools and materials under the supervision of the Occupational Therapist for the purpose of improving student functioning and facilitating student access to curricular and instructional activities.
- Assists Occupational Therapist with assessing students' fine motor, and development skills (e.g. oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function postural tone, etc.) for the purpose of determining their deficits and developing recommendations.
- Attends meetings and workshops (e.g. IEPs, training, team meetings, conferences, meetings with outside agencies, etc.) for the purpose of conveying and/or receiving information, including best practices for school OT delivery.
- Consults with occupational therapists, physical therapists, speech therapists, teachers, educational assistants, families, etc. for the purpose of providing requested information, reviewing/revising students' occupational therapy goals/objectives, developing plans for services and/or making recommendations to implement goals.
- Implements therapeutic activities and instructs students, teachers, parents and other involved persons (e.g. positioning, adjusting special equipment, etc.) for the purpose of providing appropriate care to students and/or supporting the student's IEP plan for use in the classroom.
- Maintains files and/or records in cooperation with the Occupational Therapist (e.g. progress reports, activity logs, etc.) for the purpose of documenting activities and/or ensuring an up-to-date trail for compliance with various state, federal, and administrative regulations.
- Maintains treatment equipment and supplies in clean and proper working condition for the purpose of implementing motor/therapy goals.

- Prepares written materials (e.g. activity logs, progress notes, reports, memos, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. student performance data, clinical feedback, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides direct occupational therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.
- Troubleshoots problems with assistive devices (e.g. computer technology, etc.) for the purpose of ensuring that equipment is in proper working order and/or providing alternative strategies.
- Transports a variety of items (e.g. puzzles, games, toys, assistive devices, assessment tools, etc.) for the purpose of ensuring the availability of materials required for therapy sessions.

Knowledge, Skills, & Abilities:

- Knowledge of MN PELSB Standards for Effective Practice
- Knowledge of FERPA and HIPPA
- Knowledge of due process
- Knowledge of current testing programs and mandated assessment tools
- Knowledge of current educational issues and best practices
- Knowledge of effective intervention strategies
- Ability to apply problem solving processes and creative thinking skills
- Ability to recognize student strengths and weaknesses in communication
- Ability to maintain accurate student records
- Ability to analyze and interpret assessment data
- Ability to communicate effectively both orally and in writing
- Ability to maintain confidentiality
- Ability to develop and maintain effective working relationships with students, co-workers, administrators, and public
- Ability to work with teachers and students to demonstrate ways of supporting students in the regular classroom
- Ability to work with students in many non-traditional treatment settings
- Ability to work and communicate effectively with students who have various cognitive and physical limitations
- Ability to work with team to analyze, synthesize, and evaluate program progress and implement changes

Qualifications/Certifications/Licensures:

- Successful completion of an accredited COTA program
- Licensed through MN Board of Occupational Therapy
- Certified through National Board of Certification in Occupational Therapy (NBCOT)

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or dysregulated individuals.
- Lifting, carrying, and moving work-related supplies/equipment
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.

To Apply: Email the completed [job application](#), letter of interest, resume, and 2 current letters of reference to Erin Hoffman, Executive Director at ehoffman@wced6026.org.