

Hobbs Municipal Schools Job Description

Position: Certified Occupational Therapy Assistant (COTA)

Supervisor: Director of Special Education

General Job Description: To assist the Occupational Therapist in implementing the individual educational plan for students.

Qualifications:

1. High School Diploma or GED
2. The completion of a planned program through an accredited institution.
3. Passage of the National Exam for Certified Occupational Therapy Assistants.
4. Certification with the American Occupational Therapy Certification.
5. Licensure from the State of New Mexico in Occupational Therapy and Public Education Department.

Essential Duties and Responsibilities:

1. Work cooperatively with colleagues, supervisors, and administrators.
2. Follow district policies and administrative rules and regulations.
3. Maintain behavior appropriate to performing and accomplishing assigned duties.
4. Know what to do to successfully complete assigned work.
5. Project an overall concern for personal appearance as it relates to job performance.
6. Assist in therapeutic services aimed at enhancing the student's potential for learning.
7. Assist students in acquiring the functional performance skills needed to participate in the education environment.
8. Help students function independently.
9. The COTA will assist in assessment, screening, evaluations, reassessment, treatment activities, and documentation following initial direction of the OTR.
10. Complete Medicaid billing requirements.
11. Maintain required continued education units.
12. Provide progress reporting in a timely manner to required recipients.
13. Complete other tasks as deemed appropriate by the immediate supervisor and/or the superintendent.

Work Environment:

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. May work directly in teacher's classroom, a vacant room, storage room or unheated hallway. Must be mindful of child's safety during class changes if working in hallway. This job requires much traveling in a given day, dependent upon student caseload in a school district. May make site or home visits as needed. Must be able to work under stressful conditions.

Physical Requirements:

Sitting, standing, lifting, and carrying, reaching, climbing, squatting, kneeling, and moving light furniture may be required. This position requires much physical involvement. In traveling to the various schools, equipment must be transported from school to school. With various disabilities, lifting and positioning of children is required especially in the preschool setting.

Safety and Health Requirements:

Bloodborne Pathogens Standard Training
Training in First Aid and CPR

Equipment/Material handled:

Wheel chairs, adaptive equipment seating devices, walkers, crutches, assistive devices, therapeutic equipment, therapy balls, bolsters, weights, etc. Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

Terms of Employment:

Salary and work year to be established by the Board.