



Employment Announcement

Job Title: Certified Occupational Therapy Assistant
Reports To: Director of Special Education & Occupational Therapist
Pay Range: Depends on qualifications and experience
How to Apply: On-line at www.usd290.org Go to employment tab

Position Summary:

Under the direction and supervision of the Director of Special Education and the Registered Occupational Therapist (OTR), the Certified Occupational Therapy Assistant (COTA) assists in supplementing, enhancing, and extending occupational therapy services by completing a variety of tasks such as, but not limited to, activities designed by OTR to assist with assessment, intervention, treatment and activities to enhance motor, sensory, self-regulatory, feeding and other functional abilities. This is a 10 month position active during the school year.

KPERS participation is mandatory for this position.

Additional Information:

- Associate degree in and/or graduation from a Certified Occupational Therapy Assistant certificate program.
- Current certification by the Kansas Board of Healing Arts as a Certified Occupational Therapy Assistant (COTA) at the time of appointment and must maintain current certification throughout employment in this classification.
- Assists OTR with screenings, assessments, and occupational therapy services; follows and implements documented IEP plans or protocols; documents student progress toward meeting established objectives and reports the information to the OTR.
- Assists the OTR during assessments with formal documentation, preparing materials, and performing clerical duties; prepares therapy materials and/or equipment for use in the classroom and therapy activities.
- Adapts or modifies instructional materials and/or equipment as determined by student needs and abilities for teacher use in the classroom; assists in maintaining student records, tallying data, preparing charts, records, graphs, and reports.
- Other duties as assigned or deemed necessary.

USD290 conducts background screenings and TB tests on all potential candidates.

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-8010, Ext. 1020 at least two (2) days prior to the scheduled test or interview.

Duties listed on the job announcement are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the agreement and is subject to changes as the District's needs and requirements of change. A full job description is available upon request.

***USD290 is an At-Will employer.
USD290 is an Equal employment Opportunity Employer.***