

## MEMORANDUM OF UNDERSTANDING

Certified Occupational Therapy Assistants (COTA's)

Between

ISD 917 (the Board)

AND

Classified School Year Contract

Intermediate School District 917 has identified the need for support staff who are trained and who can assist Occupational Therapists with occupational therapy needs for students on a daily basis. As such, the District has developed a job description for Certified Occupational Therapy Assistants (COTA's) whose job duties align with other similar roles outlined in the Classified School Year employee contract.

While all aspects of the contract apply to Certified Occupational Therapy Assistants, specific COTA contractual implications for this new position include:

### COTA Assignment Description:

Certified Occupational Therapy Assistants (COTA): Certified Occupational Therapy Assistants are responsible for providing direct and indirect occupational therapy services for students under supervision of an Occupational Therapist. This position will be researching and planning interventions for students in accordance with IEP (Individualized Education Plan) goals; assisting in performing developmental and related assessments; maintaining work records; reporting on student progress; assisting in determining IEP goals; making equipment recommendations; providing modifications to facilitate student participation in activities.

### Article V. Professional Development:

Section 2. The School Board agrees to reimburse any fees to obtain recertification, provided the employee provides proof of payment for such recertification by the National Board for Certification in Occupational Therapy (NBCOT) every three years

### Article VI. Section 2. Duty Days and Schedule:

Subd. 1. A full-time COTA works 185 contracted duty days, 8-hour days

Article VII. Section I. Subdivision 2: Effective July 1, 2025, all employees hired as a COTA will have a salary placement Range 3 between \$29.00 per hour and \$32.00 per hour. Upon the next negotiation of a successor contract, (2026-2028) steps will be identified to match the other positions included within this contract.

WE, THE UNDERSIGNED, AGREE TO THIS MEMORANDUM OF UNDERSTANDING.

Classified School Year Contract

the BOARD

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Signature School Board Chair

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Signature School Board Clerk

Date: May 6, 2025

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