INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: Certified Occupational Assistant	Exemption Status: Exempt Work Calendar 187 Days
Reports to: Director of Related Services Dept./School: Special Education	Date Revised: 2026–2027

Primary Purpose:

Support the academic, behavioral, and functional success of students with disabilities in both general education and special education settings. Assist in the implementation of Individualized Education Programs (IEPs), including accommodations, modifications, and supplementary aids and services, to ensure students have meaningful access to the general education curriculum. Work under the general supervision of the Principal and the immediate direction of a certified teacher.

Qualifications:

Education/Certification:

- Associate degree from an accredited Occupational Therapy Assistant program.
- Current Texas license to practice as an Occupational Therapy Assistant.
- Current NBCOT certification, as applicable.
- Meet all requirements established by the Texas Executive Council of Physical Therapy and Occupational Therapy Examiners.
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Special Knowledge/Skills:

- Knowledge of and ability to support IEP implementation, accommodations, and modifications in the general education classroom
- Ability to support students with disabilities across a variety of instructional settings
- Strong communication and interpersonal skills
- Ability to follow verbal and written instructions with fidelity
- Ability to support behavior intervention plans (BIPs) and utilize de-escalation strategies

- Ability to maintain confidentiality and demonstrate professionalism at all times

Experience:

- Two (2) years of experience working with children, preferably students with disabilities

Major Responsibilities and Duties:

ARD/IEP Team Support

- Provide relevant student data and progress information to the supervising OT for ARD/IEP meetings.
- Attend ARD/IEP meetings when appropriate and requested.
- Assist the OT in developing recommendations related to student access, participation, accommodations, adaptive equipment, and occupational therapy services.
- Support implementation of ARD committee decisions related to occupational therapy.

The COTA does not independently evaluate students, determine eligibility, develop an occupational therapy plan of care, or make independent decisions regarding initiation, modification, or dismissal of occupational therapy services. These responsibilities remain with the licensed Occupational Therapist and ARD committee, as applicable.

Collaboration and Consultation

- Collaborate with teachers, instructional assistants, campus coordinators, diagnosticians, speech-language pathologists, physical therapists, behavior staff, nurses, and other service providers.
- Provide strategies and support to staff for implementing OT recommendations within the educational environment.
- Model appropriate strategies for positioning, fine motor development, sensory regulation, self-care, classroom access, and use of adaptive equipment.
- Participate in multidisciplinary problem-solving regarding student needs.
- Maintain regular communication with the supervising Occupational Therapist.

Compliance

- Provide services in accordance with IDEA, Section 504, Texas special education requirements, professional licensing standards, and ILTexas procedures.
- Maintain confidentiality of student records and information in accordance with FERPA.
- Ensure that services documented as provided accurately reflect services delivered.
- Maintain all required documentation for special education compliance and Medicaid/SHARS billing, when applicable.
- Participate in required special education, compliance, safety, and professional development training.

Equipment and Materials

- Assist with the use and maintenance of occupational therapy equipment and materials.

- Monitor adaptive equipment used by students and report concerns to the supervising OT.
- Assist with training campus staff regarding appropriate use of OT-recommended equipment.
- Follow district procedures for inventory, sanitation, storage, and safety of therapy materials.

Professional Expectations

The COTA will:

- Maintain professional and ethical standards at all times.
- Work collaboratively as a member of the Special Education Department.
- Maintain timely and accurate documentation.
- Manage assigned caseload responsibilities efficiently.
- Travel between ILTexas campuses as assigned.
- Participate in campus and department meetings and professional development.
- Communicate concerns regarding student safety, services, or IEP implementation promptly.
- Maintain regular and reliable attendance.

Supervisory Relationship

The COTA works under the supervision and direction of a licensed Occupational Therapist in accordance with Texas licensure requirements.

Administrative supervision may be provided by designated ILTexas Special Education leadership.

Working Conditions

Mental Demands

Ability to:

- Communicate effectively.
- Maintain confidentiality.
- Manage multiple student schedules and documentation requirements.
- Work collaboratively with students, families, staff, and administrators.
- Respond appropriately to student behavioral, sensory, and physical needs.

Physical Demands

The position may require:

- Frequent standing, walking, sitting, bending, kneeling, and reaching.
- Working on classroom floors or at student-level workspaces.
- Assisting with positioning or physical support of students.
- Lifting, carrying, pushing, or moving therapy equipment and instructional materials.

- Providing physical assistance to students consistent with training, student needs, and safety requirements.
- Working with students who may demonstrate challenging or unpredictable behaviors.

Evaluation

Performance will be evaluated based on:

- Implementation of student IEP services.
- Quality and timeliness of documentation.
- Student progress and data collection.
- Compliance with OT supervision requirements.
- Collaboration with campus and Special Education teams.
- Professional conduct and communication.
- Adherence to ILTexas policies, procedures, and special education compliance expectations.

Position Summary

The Certified Occupational Therapy Assistant plays an important role in ensuring students with disabilities can fully access their educational environment. The COTA provides hands-on support and intervention while working under the supervision of the Occupational Therapist to ensure services are individualized, educationally relevant, compliant, and focused on increasing student independence and success.

Mental Demands:
Work with frequent interruptions; maintain emotional control under stress; support diverse student needs