



# Certified Occupational Therapy Assistant

Allegiance STEAM Academy Thrive, a Harbor of Innovation and Accountability

We have an amazing and unique employee culture and strive to hire the best. We value integrity, excellence, respect, inclusion, and collaboration. What is special about ASA is how we live the Wolves' Ways:

- Trust Your Instincts: *Assume positive intent of one another*
  - Keep Your Den Clean: *Attract and retain highly effective people*
  - Stay on Track: *Encourage alignment of independent decision-making with school-wide goals*
  - Howl with Your Friends: *Share information openly, broadly, and deliberately*
  - Be a Leader: *Remain extraordinarily candid with each other*
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## Position Summary

Under the direction and supervision of a licensed Occupational Therapist, the **Certified Occupational Therapy Assistant (COTA)** supports the implementation of occupational therapy services for students with identified needs. The COTA provides direct and indirect therapy, assists in evaluation and documentation processes, and collaborates with educational staff and families to help students access their education and achieve success in school-based activities.

## Primary Responsibilities

### Direct and Indirect Student Support

- Carry out treatment plans developed by the supervising Occupational Therapist to support students in areas such as fine motor skills, sensory integration, self-care, and functional school participation.
- Adapt classroom materials, tools, and environments to promote student engagement and independence.
- Provide one-on-one and small group interventions that align with IEP goals and occupational therapy objectives.
- Document student progress, maintain therapy logs, and provide input for progress reports and IEP meetings.
- Assist with the collection of data to evaluate student performance and the effectiveness of interventions.

### Collaboration and Consultation

- Collaborate with teachers, aides, and other school staff to integrate therapeutic strategies into daily classroom routines.
- Support and train staff on the use of adaptive equipment, sensory tools, and positioning strategies.
- Communicate with parents, caregivers, and the educational team under the direction of the supervising Occupational Therapist to promote carryover of skills across settings.

### Program and Administrative Duties

- Maintain and organize therapy equipment, supplies, and assistive technology tools.
- Participate in team meetings, professional development, and school initiatives as needed.
- Comply with documentation, ethical, and legal standards for therapy services as defined by federal, state, and school policies.

## Qualifications

### Experience:

- Previous experience in a school-based or pediatric occupational therapy setting preferred.

### Education:

- Associate's Degree from an accredited Occupational Therapy Assistant program.

### Licenses/Credentials:

- Valid California Occupational Therapy Assistant license issued by the California Board of Occupational Therapy (CBOT).
- Certification by the National Board for Certification in Occupational Therapy (NBCOT).
- Current CPR and First Aid certification preferred.

### Physical Requirements:

- Frequent sitting, standing, or walking, with occasional bending, stooping, or lifting up to 20 pounds.

## Employment Requirements

To be employed by ASA Thrive, the following conditions must be met:

- All employees must fulfill California Education Code §44237, requiring fingerprint clearance and a criminal record summary prior to employment.
- All mandated reporters, as defined by Penal Code §11165.7, must report known or suspected instances of child abuse or neglect.
- Completion of Form I-9 to verify legal right to work in the U.S.
- Valid Social Security card.
- Current negative T.B. test results in compliance with state law (renewed every four years).