

**TITLE:** Assistant, Certified Occupational Therapist

- QUALIFICATIONS:**
1. A.S. Degree in an Occupational Therapy Assistant program.
  2. Florida Licensure as a Certified Occupational Therapy Assistant.
  3. Successful experience working with pediatric population in a school setting preferred.
  4. Knowledge of federal, state and local laws and State Board of Education Rules as they pertain to Occupational Therapy and the Occupational Therapy Act.
  5. Knowledge of technological applications as related to specific therapy functions.
  6. Positive attitude toward individuals with disabilities and school personnel.
  7. Collaborate with school personnel, parents and other therapists to ensure the provision of occupational therapy as indicated on each student's Individual Educational Plan (IEP).
  8. Ability to make decisions related to student needs in a variety of situations.
  9. Ability to work cooperatively under supervision of a registered Occupational Therapist, and to seek guidance from supervising therapist when appropriate.
  10. Ability to work with flexible schedules and varying student caseloads.
  11. Ability to read, write and follow instructions in the English language.
  12. Strong oral and written communication skills.
  13. Experience with industry-standard computer applications.
  14. Valid Florida Driver's license.
  15. Such alternatives to above qualifications as the Board may find appropriate.

**REPORTS TO:** Exceptional Student Education OT/PT Program Administrator and Assigned Occupational Therapist

**JOB GOAL:** To provide educationally relevant occupational therapy services to students with disabilities in a safe and cost effective manner that supports the goals of the District.

**ESSENTIAL FUNCTIONS:**

1. Implement plan of care based on student IEP goals.

2. Provide/participate in inservice training as requested.
3. Consult with professionals, paraprofessionals, families, community agencies, and others as appropriate.
4. Obtain medical data necessary for provision of therapy services.
5. Participate in educational planning conferences to develop goals for therapy that are integrated with classroom goals.
6. Assist in the selection/adaptations/management of equipment and supplies necessary.
7. Maintain up-to-date accurate records and submit reports as appropriate.
8. Demonstrate understanding of the needs and interests of students with varying abilities.
9. Maintain a high level of ethical behavior and confidentiality regarding student information.
10. Comply with federal, state, district, and department laws, policies, regulations and procedures relating to the provision of occupational therapy services.

**OTHER RESPONSIBILITIES:**

Performs related work as required. (The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**PHYSICAL REQUIREMENT:**

This position requires medium work with the ability to lift, transfer and/or carry school-aged students with disabilities (one person lift up to 50 pounds), and to push, pull and/or carry adaptive equipment and supplies weighing more than 50 pounds.

**TERMS OF EMPLOYMENT:**

196-day calendar year. Work year and salary as established by the Board and the SPALC Bargaining unit through the collective bargaining process.

**ASSESSMENT:**

Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of support personnel.

Adopted: 02-14-07

