

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

ASSISTANT -- CERTIFIED OCCUPATIONAL THERAPY

JOB DESCRIPTION

JOB CODE: 520310 **BARGAINING UNIT ELIGIBILITY:** Yes
FLSA: Non-Exempt **PAY GRADE:** 27
SALARY SCHEDULE: Education Support Professionals

QUALIFICATIONS:

- (1) Licensed by the Florida State Board of Medical Examiners to practice as an Occupational Therapy Assistant in accordance with Florida Statute, Chapter 268.
- (2) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to understand and implement Individual Education Plan (IEP) treatment. Ability to work cooperatively with other members of the instructional/therapy team. Ability to establish and maintain effective working relationships with students, parents, school staff and teachers. Knowledge of federal, state and district rules, regulations and policies related to job function. Ability to schedule time, prioritize and work efficiently. Ability to operate a computer and utilize software applications for word processing and other functions. Ability to teach others (students, parents, teachers and school staff) how to properly assist students with Individual Education Plans for occupational therapy. Knowledge of the adaptive equipment or devices used to support student receiving occupational therapy. Ability to select adaptive equipment or devices used to support students receiving occupational therapy. Ability to communicate effectively orally and in writing. Ability to operate a motor vehicle.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

Assist in implementing occupational therapy programs in accordance with District Occupational Therapist Program.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist in implementing the treatment programs or portions of programs as planned.
- * (2) Assist students with occupational therapy.
- * (3) Assist in the collection of information needed to evaluate student performance.
- * (4) Assist in formulating goals for occupational therapy techniques and activities.
- * (5) Observe and report on student performance.
- * (6) Prepare and maintain student progress reports and other pertinent information as directed by the therapist and/or Principal.
- * (7) Attend parent/teacher conferences and staffing.

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- *(8) Assist in designing, constructing, collecting, and/or selecting adaptive equipment or devices and provide instruction to students, teachers and family in its use.
- *(9) Assume initiative in seeking assistance when encountering difficulty in treatment procedures.
- *(10) Maintain daily vehicle logs.
- *(11) Serve on school/district committees as required or appropriate.
- *(12) Adhere to applicable safety standards.
- *(13) Attend all staff meetings and workshops.
- *(14) Assist with maintaining a clean and orderly environment.
- *(15) Be knowledgeable of and adhere to Board Policies and departmental procedures.
- *(16) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- *(17) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(18) Demonstrate initiative in the performance of assigned responsibilities.
- *(19) Demonstrate support for the school district and its goals and priorities.
- *(20) Exhibit interpersonal skills as an effective team member.
- *(21) Follow attendance, punctuality and proper dress rules.
- *(22) Maintain confidentiality regarding school/workplace matters.
- *(23) Maintain expertise in assigned area.
- *(24) Manage time efficiently.
- *(25) Model and maintain high ethical standards.
- *(26) Participate in cross-training activities as required.
- *(27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(28) Prepare all required reports and maintain updated and accurate records.
- *(29) Represent the District in a positive and professional manner.
- *(30) Respond to inquiries and concerns in a timely manner.
- *(31) Perform other duties as assigned.
- *(32) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 06

Adopted 8/2/11