

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

SALARY SCHEDULE: SSP 10

COST CENTER: DISTRICT-WIDE

QUALIFICATIONS:

- (1) Associates Degree/Occupational Therapy Assistant
- (2) Licensed by the State of Florida.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of screening, assessment, treatment and documentation services. Knowledge of student eligibility guidelines. Knowledge of student exit criteria. Ability to manage budgets and resources, including appropriate assessment materials, treatment supplies and equipment. Ability to manage time to handle caseloads and schedule. Skill in communication strategies for varied target groups, including parents and school personnel.

REPORTS TO:

Executive Director, Pupil Support Services

JOB GOAL

To facilitate the handicapped student's independent functioning in the school setting.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist Licensed Occupational Therapist in conducting appropriate evaluation of students referred for possible exceptional student education needs.
- * (2) Assist Licensed Occupational Therapist to plan intervention and service delivery programs to meet student's individual needs.
- * (3) Implement and direct interventions essential to meeting targeted students' needs.
- * (4) Provide information and consultative services to appropriate personnel in support of students with disabilities.
- * (5) Provide effective verbal and written communications to administrators, teachers, parents and other community agencies.
- * (6) Establish schedules for meeting with students, conferencing with parents and assisting in rehabilitation techniques.
- * (7) Provide resources to all stakeholders involved in the evaluation, identification of student needs and rehabilitation of students.
- * (8) Adhere to ethical / professional standards and to the rules governing the program at federal, state and local levels.
- * (9) Requisition equipment, text and other resources.
- * (10) Inventory supplies and distribute to the appropriate staff.
- * (11) Attend workshops and seminars designed for professional growth.
- * (12) Demonstrate initiative in the performance of assigned responsibilities.
- * (13) Provide for a safe and secure workplace.

- *(14) Model and maintain high ethical standards.
- *(15) Follow attendance, punctuality and proper dress rules.
- *(16) Maintain confidentiality regarding school matters.
- *(17) Maintain positive relationships with staff, students and parents.
- *(18) Communicate effectively with staff, students and parents.
- *(19) Keep supervisor informed of potential problems or unusual events.
- *(20) Respond to inquiries and concerns in a timely manner.
- *(21) Prepare all required reports and maintain all appropriate records.
- *(22) Follow all School Board policies, rules and regulations.
- *(23) Exhibit interpersonal skills to work as an effective team member.
- *(24) Demonstrate support for the School District and its goals and priorities.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11

*Essential Performance Responsibilities