

SCHOOL DISTRICT OF BRADFORD COUNTY
OCCUPATIONAL THERAPY ASSISTANT
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Associate's degree for occupational therapy assistant from an accredited educational institution.
- (2) Valid Florida license as an occupational therapy assistant.
- (3) Valid Florida drivers' license.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others. Ability to drive to schools within the district.

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL

To provide occupational therapy for students and consultation with school staff and parents to enhance student functioning in an educational setting.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:**Service Delivery**

- * (1) Develop a schedule to accommodate the recommended minutes and activities for occupational therapy.
- * (2) Plan and provide direct service to students according to Individual Education Plan (IEP) goals under the supervision of a licensed occupational therapist.
- * (3) Select appropriate adaptive equipment related to student needs.
- * (4) Transfer students into and out of mobility equipment.
- * (5) Document treatment and student progress.
- * (6) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (7) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (8) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (9) Ensure adherence to good safety standards.
- * (10) Maintain confidentiality regarding school/workplace matters.
- * (11) Model and maintain high ethical standards.

OCCUPATIONAL THERAPY ASSISTANT (Continued)

- *(12) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(13) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(14) Collaborate with parents, school staff, occupational therapist and medical personnel to determine therapy plan.
- *(15) Participate in IEP meetings
- *(16) Train parents and school staff to assist students in meeting therapy goals.
- *(17) Exercise service orientation when working with others.
- *(18) Keep supervisor informed of potential problems or unusual events.
- *(19) Use effective, positive interpersonal communication skills.
- *(20) Respond to inquiries and concerns in a timely manner.
- *(21) Serve on school/district committees as required or appropriate.

System Support

- *(22) Exhibit interpersonal skills to work as an effective team member.
- *(23) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(24) Demonstrate support for the school district and its goals and priorities.
- *(25) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(26) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(27) Participate in cross-training activities as required.
- (28) Perform other tasks consistent with the goals and objectives of this position.

*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.

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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.