

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

QUALIFICATIONS:

- (1) Valid Florida license as a Certified Occupational Therapy Assistant
- (2) Training and experience in screening and provision of occupational therapy per the FL state statues
- (3) One (1) year experience working with school age children, ages 3-21, preferred
- (4) Ability to complete screening reports, therapy plans, and Individual Educational Plans
- (5) Ability to relate to and cooperate with students, teachers, counselors, parents, principals, and other school and community representatives
- (6) Ability to modify plan and implement recommendations made by an Occupational Therapist

KNOWLEDGE, SKILLS AND ABILITIES:

Provide screenings and direct occupational therapy services to students who are eligible as well as provide consultative services to classroom teachers that have students eligible for occupational therapy, based on the input and recommendation of an Occupational Therapist

REPORTS TO:

Director, Exceptional Student Education and Student Services

JOB GOAL

To provide occupational therapy services to all qualifying students, ages 3 - 21

SUPERVISES:

None

PERFORMANCE RESPONSIBILITIES:

- (1) Screenings of students referred for occupational therapy.
- (2) Development of occupational therapy plan for qualified students and participation in the annual review of the student's educational program.
- (3) Provision of direct occupational therapy services to qualified students.
- (4) On an ongoing basis, review the plan of care, and consult with an Occupational Therapist regarding the need to continue or discontinue the Occupational therapy treatment.
- (5) Selection of equipment and materials to use in occupational therapy.
- (6) Consultation with the classroom teachers.
- (7) Participate in staff development and inservice educational activities of the school board.
- (8) Adhere to all rules, regulations, code of ethics, guidelines, and codes in federal, state, and local laws that are concerned with the practice of occupational therapy, and to the policies established by the school board.
- (9) Train paraprofessional staff and teachers in the use of adaptive equipment.
- (10) Provide in a timely manner requested documentation of specialized student services in accordance with school board criteria established for the purposes of the Medicaid Certified School Match program.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(12) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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 the job will be evaluated in accordance with provisions of the school board's policy on evaluation of personnel

*Essential Performance Responsibilities

**Job Description Supplement Code 2
Lane 8 of the Instructional Salary Schedule
DOE Job Code 52031**

Revised Board Approval 04/11/2017