

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Occupational Therapy Assistant, Licensed **Job Code:** 52031
Job Classification: 13 Education Paraprofessionals **EEO Line:** 47
Job Class Category: C Instructional Support Personnel **Job Description Supplement Code:** 8
Reports to: Department Director and/or Registered Occupational Therapist **Salary Locator:** Support Schedule 1

SUMMARY:

The Occupational Therapy Assistant is responsible for the application of occupational therapy procedures under the direction of a Registered Occupational Therapist whose license in Florida is in good standing. The occupational therapy assistant must also be responsible for carrying out responsibilities set forth by the supervisory of the physical and occupational therapy program. The occupational therapy assistant is responsible to the managing registered occupational therapist.

QUALIFICATIONS:

- (1) Completion of both academic and clinical requirements and graduation from an approved curriculum for the training of occupational therapy assistants is required.
- (2) Current licensure as a certified Occupational Therapy Assistant is required from the Florida Department of Professional Regulations.
- (3) Experience in a pediatric setting is preferred
- (4) Highly qualified as per NCLB guidelines
- (5) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (5) Ability to adjust tasks and schedule to changed priorities

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your profession.
- (2) Create an environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students
- (3) Establish high standards and expectations for all students to accept responsibility for behavior.
- (4) Supervise students and consistently administer rules regarding student behavior.
- (5) Assist students in learning to accept responsibility, demonstrate respect for people and property, and demonstrate self-discipline.
- (6) Keep accurate records of student attendance and behavior, including any tardiness, and submit to the administration in a timely fashion.
- (7) Implement treatment programs appropriate to the student's specific needs, as designated by the managing therapist.
- (8) Meet periodically with managing occupational therapist for the purpose of reviewing the individual student's status.
- (9) Document any change in student status, treatment program, family visits, or consultation with other health personnel.
- (10) Establish and maintain appropriate working relationships with school staff, parents, and health care personnel.
- (11) Consult with the managing occupational therapist prior to contacting the student's physician regarding problems and/or unusual changes in a student's program.

- (12) Coordinates and schedules all treatment sessions for established students
- (13) Coordinates the student's daily attendance report, and ensures that all physician's prescriptions and related data are current.
- (14) Observe medical ethics
- (15) Assist in orientation and training of new personnel to the department
- (16) Maintain the therapy area and equipment by sanitizing and cleaning mats and other materials and equipment.
- (17) Coordinates and/or assists in the preparation of materials for student use.
- (18) Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- (19) Establish a professional rapport with students that earns their respect.
- (20) Evaluate each student's performance and growth in knowledge and aesthetic understandings, and prepare progress reports
- (21) Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
- (22) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration.
- (23) Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (24) Attend required staff meetings and serve, as appropriate, on staff committees.
- (25) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (26) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (27) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (28) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.
- (29) Perform any other duties as assigned by Department Director or assigned Registered Occupational Therapist

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 10 pounds of force as needed to move objects. Tasks involve the ability to exert very moderate physical effort in medium work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight. Occasional movement of students by wheelchairs and other mechanical devices may be required.

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 PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

Pending