

# SCHOOL DISTRICT OF JACKSON COUNTY

## JOB DESCRIPTION

### CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

**QUALIFICATIONS:**

Licensure (or certified) by the Board of Occupational Therapy,  
Florida Department of Professional Regulation

**KNOWLEDGE, SKILLS AND ABILITIES:**

Basic knowledge of debilitating diseases. Ability to implement therapeutic programs of correction. Ability to consult effectively with parents and teachers. Ability to maintain accurate records and manage time efficiently. Ability to communicate effectively, both orally and in writing. Ability to develop and maintain effective working relationships. Ability to maintain confidentiality.

**REPORTS TO:**

District ESE Director

<b>JOB GOAL</b>
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To provide occupational therapy to identified students
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- (1) Provide principals, appropriate school staff, and supervising therapist with pertinent information regarding schedules, changes in schedule and data concerning the therapist's occupational therapy program
- (2) Conduct inservice programs for school personnel and parents as needed
- (3) Follow program of treatment as set out by supervising therapist in compliance with IEP goals
- (4) Provide pertinent information to supervising therapist regarding medical or functional changes in the student
- (5) Assist supervising therapist with periodic reevaluations
- (6) Attend IEP meetings, staffings, school and parent conferences needed to assist OTR and IEP team with developing appropriate goals to meet individual needs of child
- (7) Assist OTR in selecting OT techniques/media and in determining sequence of activities to attain goals in designated areas
- (8) Maintain daily documentation on services delivered
- (9) Develop and maintain effective working relationships with school personnel and other professionals
- (10) Within guidelines for maintaining confidentiality, cooperate with community, county, state, and federal programs to effect comprehensive school based OT services
- (11) Attends inservice meetings which have been planned for professional growth and to explore current information contained in journal
- (12) Performs other applicable duties as assigned by immediate supervisor
- (13) Other duties assigned by the immediate administrator or supervisor.

**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.

**Board Approved July 24, 2003**  
**Amendment Board Approved April 15, 2003**  
**Amendment Board Approved March 20, 2012**

**TERMS OF EMPLOYMENT:**

Approved Unit Compensation Plan,  
Pay Grade 1-4, Classification Licensed Occupational/Physical Therapist  
and Certified Occupational Therapy Assistant

191 days

7.5 hours per day

**EVALUATION:**

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

**Board Approved July 24, 2003  
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