

SCHOOL DISTRICT OF GILCHRIST COUNTY

JOB DESCRIPTION

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 Florida Statutes
3. One (1) year experience working with school age children, ages 3-22, preferred
4. Ability to complete screening reports, therapy plans, and Individual Education 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 of Special Programs

JOB GOAL

To provide occupational therapy services to all qualifying students, ages 3-22

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Screenings of students referred for occupational therapy.
2. Is responsible to and supervised by a registered occupational therapist.
3. Consults with the supervising therapist concerning implementation and status of therapy goals (feeding programs, positioning, equipment, etc.).
4. Development of occupational therapy plan for qualified students and participation in the annual review of the student's educational program.
5. Reports progress and collects data for Individualized Education Plans.
6. Provision of direct occupational therapy services to qualified students.
7. 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.
8. Selection of equipment and materials to use in occupational therapy.
9. Assures that proper positioning and handling techniques are carried out correctly across all environments.
10. Consultation with the classroom teachers.
11. Participate in staff development and in-service educational activities of the school board.
12. 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.
13. A certified occupational therapist assistant shall construct, modify, and maintain adaptive equipment for positioning; ADL, vocational, and classroom use and train paraprofessional staff and teachers in the use of adaptive equipment.

14. The COTA will ensure the proper and safe use of equipment, making certain equipment is constructed properly and maintained in good working order.
15. The COTA helps to develop awareness of individual students needs and assist the occupational therapist in monitoring these needs.
16. Perform other incidental tasks consistent with the goals and objectives of this position.
17. 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 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.

PAYGRADE: Instructional

POSITION CODE: 52031