



<b>JOB TITLE</b>	<b>DEPARTMENT</b>	<b>REPORTS TO</b>
Certified Occupational Therapist Assistant	Exceptional Student Education	Executive Director of Student Services & ESE or his/her designee and Occupational Therapist

<b>Position No:</b> 52031	<b>Length of Work Year:</b> 10 Months
<b>Salary Schedule:</b> P03	<b>Date Approved:</b> 8/26/97
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 5/13/16; 7/18/16

<b>JOB GOAL</b>
To provide occupational therapy services to identified students under the direction of an occupational therapist and to maintain required records.

<b>MINIMUM QUALIFICATIONS</b>
<ol style="list-style-type: none"> <li>1. High School diploma or equivalent; Associate Degree preferred</li> <li>2. Certification as an Occupational Therapy Assistant as approved by the Council on Medical Education and Hospitals of the American Medical Association.</li> <li>3. Hold a Florida License to Practice</li> <li>4. Ability to perform the functions of the position.</li> </ol>

<b>DUTIES AND RESPONSIBILITIES</b>
<ol style="list-style-type: none"> <li>1. To provide direct services to students and consultative services to parents and teachers.</li> <li>2. To participate in development of Individual Educational Programs, if appropriate, and participate in such meetings.</li> <li>3. To consult with occupational therapists, parents, teachers, physicians and others involved with the care of the child regarding direct with/or indirect service.</li> <li>4. To assist in implementing home programs.</li> <li>5. To provide supportive services to occupational therapists.</li> <li>6. To prepare written reports and record as instructed by occupational therapists.</li> <li>7. To train upper extremity prosthetic skills, prevocational and vocational skills as part of direct service to students.</li> <li>8. To participate in inservice training.</li> <li>9. To assist in developing public awareness of occupational therapy services.</li> <li>10. To complete and submit Medicaid forms for eligible students.</li> <li>11. To perform assigned tasks in a timely and efficient manner.</li> <li>12. To perform assigned tasks with a high standard of quality.</li> <li>13. To perform such other tasks and assumes such other responsibilities as the supervisor may assign.</li> </ol>

<b>PHYSICAL DEMAND CLASS:</b>
Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.