

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6277
7331 (ESY)
Pay Grade: D12

FLSA: Non-Exempt

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

MAJOR FUNCTION:

Implements an effective occupational therapy program based upon results of assessments and evaluation performed by the licensed occupational therapist. The occupational therapy assistant aids in the development of treatment plans incorporating goals and objectives specific to the functional needs and impairments of the student. Data and record keeping, consultation, screening, and direct therapy services are provided under the direction of the licensed therapist in accordance with State licensure procedures and is reviewed in progress through observation and upon completion through conferences and reports.

DUTIES AND RESPONSIBILITIES:

- Assists in assessing student's level of functioning and need for therapy.
- Assists in developing Individual Educational Plans (IEP) for each eligible student, and participates in the IEP meetings, at the direction of the licensed therapist.
- Implements therapy programs developed by the registered therapist to meet IEP goals and objectives.
- Provides treatment techniques that include, but are not limited to, activities of daily living, perceptual-motor activities, guidance and use of adaptive equipment, exercises to enhance functional performance, and prevocational evaluation and treatment.
- Demonstrates techniques and specific programs to parents, teachers, teacher assistants, or other appropriate personnel, as prescribed by the licensed therapist.
- Collects and records data on therapy programs.
- Utilizes observation and data to assist licensed therapist in monitoring therapy programs.
- Maintains accurate records.
- Assists with preparation of progress notes to parents and physicians.
- Manages student behavior during therapy.
- Lifts, carries, and positions students, where applicable.
- Escorts students from and to classes as needed for student participation in therapy.
- Develops and adheres to daily schedule.
- Requests, uses, and/or orders appropriate materials and equipment.
- Participates in meetings, conferences, and on committees, as directed.
- Attends scheduled meetings and workshops for professional growth and staff development.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from an occupational therapy assistant school approved by the American Occupational Therapy Association. Associate Degree in Occupational Therapy. Hold or be eligible for Florida State Occupational Therapy Assistant license.

ISSUED: 10/96 PBL; BOARD APPROVED: 12/17/96; REVISED WC: 4/04 LM; REVISED MF, D&R, MQ's: 11/06; BOARD APPROVED: 1/09/06

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors	X				
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal			X		
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions		X			
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls		X			
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				