

**Hernando County School Board  
Florida**

FLSA: Exempt, Union

<b>CERTIFIED OCCUPATIONAL THERAPY ASSISTANT</b>
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**Required Qualifications:**

- Licensed as an Occupational Therapy Assistant in Florida by the Florida Department of Health

**Desired Qualifications:**

- Experience in a similar position
- Experience in pediatric therapy

**Performance Responsibilities:**

- Provide occupational therapy to students under the supervision of the Occupational Therapist
- Perform evaluations and re-evaluations under the supervision of the Occupational Therapist
- Maintain medical, staffing and evaluation records
- Design and construct adaptive equipment, assistance devices and orthotic devices under the supervision of the Occupational Therapist
- Contact physicians, agencies and other persons to obtain information as requested by the Occupational Therapist
- Prepare information for teachers and support staff
- Collect materials and equipment used in providing therapy
- Maintain equipment used in providing therapy
- Continue professional growth through educational meetings, workshops and reading professional literature
- Perform other duties as assigned and/or designee

**Physical Demands:**

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Coordinator of Compliance and Due Process, Director of Exceptional Student Education and/or designee

**Evaluation:**

Annual evaluation done by the Coordinator of Compliance and Due Process, Director of Exceptional Student Education and/or designee

**Terms of Employment:**

10-month employment

**Salary:**

Salary based upon approved salary schedule – Instructional

**Job Code:**

52031

Board Approved: 08/18/98

Revised: 12/13/05, 01/20/09, 05/17/11, 06/10/14, 7/6/2015, 06/25/19