



8. Consult with parents, teachers, administrators, and other relevant people to enhance their work with students.

**Student Management**

9. Create an environment conducive to learning and appropriate for the maturity level, interests, and needs of the student.
10. Establish control and administer discipline according to the Student Code of Conduct and student handbook.

**Program Management**

11. Develop and coordinate a continuing evaluation of the occupational therapy program and implement changes based on the findings.
12. Assist in the selection of equipment and adaptive material.
12. Develop and maintain effective individual and group relationships with students and parents.

**Administration**

13. Compile, maintain, and file all reports, records and other documents required.
14. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
15. Comply with all district and campus routines and regulations.
16. Effectively communicate with colleagues, students, and parents.
17. Participate in professional development activities to improve skills related to job assignment.

**Supervisory Responsibilities:**

None.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Regular districtwide travel to multiple work locations as assigned; moderate lifting. May be required to lift and transfer students to and from wheelchairs or assist with positioning students with physical disabilities.