

4. **DISPLAY PROFESSIONAL WORK HABITS**
 - A. **Maintain confidentiality;**
 - B. **Display a positive attitude;**
 - C. **Display respect for opinions of others;**
 - D. **Regular attendance;**
 - E. **Punctual;**
 - F. **Dress appropriately.**

5. **PROFESSIONAL DEVELOPMENT**
 - A. **Promote staff development in areas related to Occupational Therapy;**
 - B. **Read professional journals;**
 - C. **Attend professional meetings.**

6. **PROFESSIONAL EVALUATION**
 - A. **Constantly evaluate and update the O.T. program;**
 - B. **Offer suggestions to special education director on program improvement;**
 - C. **Offer suggestions to teachers on methods to use in working with students;**
 - D. **Administer test and interpret results.**

7. **PERFORM DUTIES ASSIGNED**
 - A. **Prepare and submit reports as required;**
 - B. **Serve on Placement Advisory Committee;**
 - C. **Counsel students;**
 - D. **Serve as a liaison to other professionals;**
 - E. **Monitor procedural safeguards to assure compliance;**
 - F. **Consult with and assist other Occupational Therapist;**
 - G. **Maintain files in central office;**
 - H. **Evaluate assessment data on students transferring into county;**
 - I. **Requisition materials and supplies;**
 - J. **Monitor procedural safeguards to assure compliance.**

8. **OTHER DUTIES AS ASSIGNED**

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