

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 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 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**

Equal Employment Opportunity:

As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 300 Preston Drive, Kingwood, West Virginia 26537 (304) 329-0580 or to the United States Department of Education, Director of the Office for Civil Rights.