

SCHOOL DISTRICT OF GADSDEN COUNTY**JOB DESCRIPTION****OCCUPATIONAL THERAPIST****QUALIFICATIONS:**

- (1) Florida License for Occupational Therapy
- (2) Experience working with children, preferably in a school setting.
- (3) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of debilitating diseases. Ability to diagnose and assess physical handicaps and prescribe therapeutic programs of correction. Ability to consult effectively with parents and teachers.

REPORTS TO:

Director of Exceptional Student Education

JOB GOAL

To implement occupational therapy programs for appropriately identified students.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Heavy Work: 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 as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 06

OCCUPATIONAL THERAPIST (Continued)**PERFORMANCE RESPONSIBILITIES:****Planning / Preparation**

- * (1) Develop a Plan of Care with specific instructions to students, teachers, other professionals, parents, and other participants on an interdisciplinary team.
- * (2) Participate in developing Individual Education Plans (IEPs), goals, and objectives that reflect student needs.
- * (3) Identify / select appropriate materials and equipment for therapy.
- * (4) Establish schedules for therapy sessions.

Administrative / Management

- * (5) Establish and maintain effective and efficient record keeping procedures.
- * (6) Maintain accurate records and data collection to document students' progress, including requirements for Medicaid.
- * (7) Manage time effectively.
- * (8) Manage materials and equipment effectively.
- * (9) Establish and maintain a positive, organized and safe environment for students.
- * (10) Use technology resources effectively.

Assessment / Evaluation

- * (11) Evaluate students' physical needs.
- * (12) Write evaluations and interim progress reports.
- * (13) Re-evaluate short-term objectives and write new ones.
- * (14) Use standardized tools and clinical observations to screen, evaluate and reassess students' needs.

Intervention / Direct Services

- * (15) Implement the Plan of Care for eligible students with specific instructions to students, teachers, other professionals, parents, and other interdisciplinary team participants.
- * (16) Implement activities focused on improving skills needed to address specific problems.
- * (17) Provide for the development, improvement, or restoration of sensor-motor, oral-motor, perceptual or neuromuscular functioning.
- * (18) Provide intervention directed toward improving daily living skills, work readiness / performance, play skills, or enhancing educational performance skills.
- * (19) Provide and recommend assistive technology, adaptive equipment, or environmental modifications as needed.
- * (20) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.
- * (21) Provide for student services as recommended in the IEP.

Collaboration

- * (22) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- * (23) Correspond with sponsoring physicians as appropriate.
- * (24) Attend IEP meetings and other student-related conferences.
- * (25) Provide families, employees, and other professionals with consultation and instruction in therapy techniques to establish carry-over into daily activities.
- * (26) Consult with teachers, parents, and other IEP committee members to ensure that students' needs are being met.

Staff Development

- * (27) Participate in appropriate activities for the continuing improvement of professional knowledge and skills.
- * (28) Provide employee inservice training as deemed necessary by the Director of Exceptional Student Education.

Professional Responsibilities

- * (29) Model professional and ethical conduct at all times.

OCCUPATIONAL THERAPIST (Continued)

- *(30) Perform all professional responsibilities.
- *(31) Prepare required reports and maintain all appropriate records.
- *(32) Maintain confidentiality of student and other professional information.
- *(33) Comply with policies, procedures, and programs.
- *(34) Support school and District goals and priorities.
- (35) Perform other duties as assigned.

Student Growth / Achievement

- *(36) Ensure that student growth / achievement is continuous and appropriate for age group and student program classification.
- *(37) Establish and maintain a positive, collaborative relationship with students' families to increase student achievement.

*Essential Performance Responsibilities