

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
OCCUPATIONAL THERAPIST

1. 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.

2. 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.

3. 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.

4. 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.

5. COLLABORATION

- _____ 22. Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- _____ 23. Correspond with sponsoring physicians as appropriate.

OCCUPATIONAL THERAPIST (Continued)

- _____ 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.

6. 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.

7. PROFESSIONAL RESPONSIBILITIES

- _____ 29. Model professional and ethical conduct at all times.
- _____ 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.

8. STUDENT GROWTH / ACHIEVEMENT**INDICATORS**

- _____ 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.
- _____ 38. _____

9. ASSESSMENT AND OTHER SERVICES

- _____ 39. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 40. The accurate and timely filing of all school reports
- _____ 41. The completion of required professional development services.
- _____ 42. The analyzing and reporting of the results of the School Improvement Teams' efforts on student performance.
- _____ 43. Assist in establishing and maintaining a positive collaborative relationship with the students' families to increase student achievement.

OCCUPATIONAL THERAPIST (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I -- Clearly Indicated
NE -- Not Evident

INTERACTION DATES

Formal Observations

_____ (Date)
_____ (Date)
_____ (Date)

Informal Observations

_____ (Date)
_____ (Date)
_____ (Date)

(Signature of Evaluator / Date)