

**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