

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

Occupational Therapist

QUALIFICATIONS:

- (1) Florida License for Occupational Therapy.
- (2) Successful 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/implement therapeutic programs of correction. Ability to consult effectively with parents and teachers. Ability to maintain accurate records and manage time efficiently. Ability to communicate effectively orally and in writing. Ability to develop and maintain effective working relationships. Ability to maintain confidentiality.

REPORTS TO:

ESE Director

JOB GOAL

To implement occupational therapy programs for appropriately identified students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

NOTE: Resource Teachers will be assigned various functions; therefore, specific duties may vary according to assignment.

- (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.
- (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 efficiently.
- (8) Manage materials and equipment effectively and safely.
- (9) Establish and maintain a positive, organized and safe environment for students.
- (10) Use technology resources effectively.
- (11) Evaluate students' physical needs.
- (12) Write evaluations and interim progress reports.
- (13) Reevaluate short-term objectives and revise as needed.
- (14) Use standardized tools and clinical observations to screen, evaluate and reassess students' needs.
- (15) Implement the Plan of Care for eligible students with specific instructions to students, teachers, other professionals, parents and other interdisciplinary team participants.

Amendment Board Approved April 15, 2003

Amendment Board Approved May 20, 2003

Occupational Therapist (Continued)

- (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.
- (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 that carry over into daily activities.
- (26) Consult with teachers, parents, and other IEP committee members to ensure that student's needs are being met.
- (27) Participate in appropriate activities for the continuing improvement of professional knowledge and skills.
- (28) Provide employees in-service training as deemed necessary by the Director of ESE.
- (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) Ensure that student growth/achievement is continuous and appropriate for age group and student program classification.
- (36) Establish and maintain a positive, collaborative relationship with student's families to increase student achievement.
- (37) Perform other incidental tasks consistent with the goals and objectives of this position.
- (38) Other duties as assigned by supervisor or administrator.

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:

Approved Unit Compensation Plan, Other District Support Staff, Pay Grades 14-19
 196 days
 7.75 hours

EVALUATION:

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