

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### OCCUPATIONAL THERAPIST

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution with an accredited Occupational Therapy curriculum.
- (2) Possess a Florida licensure to practice Occupational Therapy.
- (3) Experience in pediatrics preferred.
- (4) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the theories, terminology, principles and techniques of occupational therapy practices in pediatric, adolescent and young adult growth and development, neurological and orthopedic disabilities, behavioral management and psycho-social aspects of children with mental and physical disabilities. Ability to consult effectively with parents, students and teachers. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

#### REPORTS TO:

OT / PT Coordinator or Principal as assigned

#### JOB GOAL

To provide individualized educationally relevant therapy, consultative and/or direct, to facilitate a student's level of function and participation in his / her school environment to ensure a free and appropriate public education to those students who are eligible.

#### SUPERVISES:

Assigned Non-Instructional Personnel  
Interns  
COTAs

#### PERFORMANCE RESPONSIBILITIES:

##### Planning / Preparation

- \* (1) Develop a Plan of Care which may include 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 as applicable to the educational setting.
- \* (3) Identify / select appropriate materials and equipment for therapy.
- \* (4) Establish schedules for therapy sessions.

**OCCUPATIONAL THERAPIST (Continued)****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 relative to the educational setting.
- \* (12) Present typed evaluations, interim progress reports and documentation of services each time student is seen directly or consultatively.
- \* (13) Re-evaluate short-term objectives and write new ones as / if indicated.
- \* (14) Use clinical observations, teacher reports and standardized testing (when indicated) in order to screen, evaluate and reassess students' needs.

**Intervention / Direct Services**

- \* (15) Implement the Plan of Care for eligible students which may include 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 and goals as delineated on the IEP.
- \* (17) Provide for the development and improvement of sensory-motor, oral-motor, perceptual / fine motor skills to task engagement in the educational setting.
- \* (18) Provide intervention directed toward improving daily living skills specific to the school setting, work readiness / performance, play skills or enhancing educational performance skills.
- \* (19) Provide and recommend assistive technology, adaptive equipment, environmental modifications and accommodations to academic tasks 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, and make-up sessions as determined necessary.

**Collaboration**

- \* (22) Communicate effectively, orally and in writing, with other professionals, students, parents and the community.
- \* (23) Correspond with sponsoring physicians as appropriate.
- \* (24) Attend IEP meetings and other student-related conferences as deemed necessary.
- \* (25) Provide families, employees and other professionals with consultation and instruction in therapy techniques to establish carry-over into daily activities which ultimately will affect students' performance in the academic setting.
- \* (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 I – Special Education.

**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.

**OCCUPATIONAL THERAPIST (Continued)**

- \*(34) Support school and District goals and priorities.
- (35) Perform other incidental tasks consistent with the goals and objectives of this position.

**Student Growth and Achievement**

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

**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**

\*Essential Performance Responsibilities

**Professional Salary Schedule – Pay Grade 5**

**Date of Board Approval: August 21, 2001**

**Date of Revision: October 22, 2002**