

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### Occupational Therapist/COTA

#### QUALIFICATIONS:

- (1) Bachelor's Degree (Master's preferred) in Occupational Therapy or successful completion of the Certified Therapy Assistant (COTA) from an accredited program with Career Mobility through the American Occupational Therapy Association.
- (2) Valid Florida Licensure to practice occupational therapy in the State of Florida.
- (3) Satisfactory completion of an internship or experience in the area of occupational therapy.
- (4) Valid Florida Driver's License.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Federal, State, and Local Laws and Policies as they pertain to Occupational Therapy. Knowledge of technological applications as related to specific job functions. Knowledge of methods, procedures and objectives of occupational therapy. Knowledge of principles, objectives and techniques of occupational therapy treatment. Working knowledge of human anatomy, kinesiology and physiology. Proper evaluation and treatment of patients receiving occupational therapy. Working knowledge of the terminology and practices of modern social casework. Working knowledge of basic physical and recreational activities. Ability to relate sympathetically to a potentially difficult client population. Ability to communicate effectively both orally and in writing. Adaptation or modification of equipment. Organizational ability, enthusiasm, initiative, resourcefulness, patience, and good judgment.

#### REPORTS TO:

Director of Exceptional Student Education/Designee

#### JOB GOAL

Provides services to students eligible for related services and functions as "related service personnel" under state and federal law and regulations

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

\*Must be able to perform the following job roles and functions:

- \* (1) Conduct appropriate evaluation of students referred for related services under IDEA and prepare written reports of the evaluations and findings, updates IEP's and interprets findings;
- \* (2) Participate in meetings as member of the multidisciplinary team;
- \* (3) Participate in development of IEP or 504 plans for eligible students;
- \* (4) Provide direct and indirect occupational therapy in educational settings/least restrictive environment to children;

**JOB TITLE (Continued)**

- \* (5) Collaborate with other school personnel regarding occupational therapy and the students' needs;
- \* (6) Delegate activities to teachers, parents and paraprofessionals;
- \* (7) Train/instruct teachers, parents and paraprofessionals in delegated techniques and equipment use;
- \* (8) Travel to and among schools to provide services;
- \* (9) Maintain records of service/treatment records provided by school policy or by state law;
- \* (10) Lift, transfer and position children and equipment as necessary;
- \* (11) Provide training and assistance in intervention techniques and strategies designed to improve student success in the school setting;
- \* (12) Assists with professional development training for staff
- \* (13) Perform other incidental tasks consistent with goals and objectives of this position;
- \* (14) Maintains daily time sheets and Medicaid statistic sheets as appropriate;
- \* (15) Supervise a licensed Occupational Therapy Assistant when directed;
- (16) Perform other incidental tasks consistent with the goals and objectives of this position.

**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. Work both indoors and outdoors in noisy, high heat/humidity and cold environments. Requires exposure to possible bodily injury from electrical shock, falling from heights, and blood borne pathogens.

**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.

\*Essential Performance Responsibilities

**Job Description Supplement Code 8**

**Flagler Schools Strategic Framework – Student & Community Engagement**