

# SCHOOL DISTRICT OF WAKULLA COUNTY

## OCCUPATIONAL THERAPIST

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Certification in Occupational Therapy as approved by the National Board of Certification in Occupational Therapy (NBCOT).
- (3) Valid Florida license as an occupational therapist.
- (4) Successful experience working with children, preferably in a school setting.
- (5) Valid Florida driver's license.
- (6) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of debilitating diseases. Ability to assess physical and cognitive limitations 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:

Executive Director of Student Services and Exceptional Student Services

#### JOB GOAL

To implement occupational therapy programs for appropriately identified students.

#### SUPERVISES:

N/A

#### 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 and select appropriate materials and equipment for therapy.
- \* (4) Establish schedules for therapy sessions.

##### Classroom 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) Complete and submit Medicaid forms for eligible students.
- \* (8) Use time effectively.
- \* (9) Manage materials and equipment effectively and safely.

## OCCUPATIONAL THERAPIST (Continued)

- \* (10) Establish and maintain a positive, organized and safe environment for students.
- \* (11) Use technology resources effectively.

### Assessment/Evaluation

- \* (12) Evaluate students' physical and cognitive needs.
- \* (13) Write evaluations and interim progress reports.
- \* (14) Reevaluate short-term objectives and revise as needed.
- \* (15) Use standardized assessment tools and clinical observations to screen, evaluate and reassess students' needs.

### Student Instructional Engagement

- \* (16) Implement the plan of care for eligible students.
- \* (17) Implement activities focused on improving skills needed to address specific problems.
- \* (18) Provide for the development, improvement or restoration of sensory-motor, oral-motor, perceptual or neuromuscular functioning.
- \* (19) Provide intervention directed toward improving daily living skills, work readiness/performance, play skills or enhancing educational performance skills.
- \* (20) Provide and recommend assistive technology, adaptive equipment, or environmental modifications as needed.
- \* (21) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.
- \* (22) Provide for student services as recommended in the IEP.

### Technology

- \* (23) Use appropriate technology in instructional delivery.
- \* (24) Use technology to establish an atmosphere of active learning.
- \* (25) Provide students with opportunities to use technology to gather and share information with others.
- \* (26) Facilitate student access to the use of electronic resources.
- \* (27) Explore and evaluate new technologies and their educational impact.
- \* (28) Use technology to review student assessment data.
- \* (29) Use technology for administrative tasks.

### Collaboration

- \* (30) Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
- \* (31) Correspond with sponsoring physicians as appropriate.
- \* (32) Participate in IEP meetings and other student-related conferences.
- \* (33) Provide families, employees, and other professionals with consultation and instruction in therapeutic intervention that carry over into daily activities.
- \* (34) Consult with teachers, parents, and other IEP committee members to ensure that students' needs are being met.
- \* (35) Establish and maintain a positive, collaborative relationship with students' families to increase student achievement.

### Professional Learning

- \* (36) Engage in continuing improvement of professional knowledge and skills.
- \* (37) Assist others in acquiring knowledge and understanding of particular area of responsibility.

## OCCUPATIONAL THERAPIST (Continued)

- \*(38) Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.
- \*(39) Conduct a personal assessment periodically to determine professional development needs with reference to specific instructional assignment.
- \*(40) Participate in school data collection of teacher input on principal's performance assessment program.

### Professional Responsibilities

- \*(41) Model professional and ethical conduct at all times.
- \*(42) Perform all professional responsibilities.
- \*(43) Prepare required reports and maintain all appropriate records.
- \*(44) Maintain confidentiality of student and other professional information.
- \*(45) Comply with policies, procedures, and programs.
- \*(46) Support school and district goals and priorities.
- (47) Perform other tasks consistent with the goals and objectives of this position.

### Student Growth and Achievement

- \*(72) Ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or student program classification.

\*Essential Performance Responsibilities

### 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.

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### 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.