

SCHOOL DISTRICT OF DESOTO COUNTY

OCCUPATIONAL THERAPIST

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Master's degree from an accredited educational institution preferred.
- (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:

Knowledge of federal and state regulations for exceptional student education (ESE). Knowledge of the needs of the diverse classroom. Knowledge of current trends in therapy techniques. Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions. Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation. Knowledge of the information and techniques needed to treat human injuries, diseases, and deformities. Ability to develop hypotheses, interpret data and write reports. Ability to accurately evaluate students and prescribe actions for improvements. 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 use time efficiently. Ability to communicate effectively orally and in writing. Ability to plan and implement effective activities for co-workers and students. Ability to work effectively with teachers, administrators, nurses and paraprofessionals. Ability to develop and maintain effective working relationships. Ability to maintain confidentiality. Ability to drive to various schools.

REPORTS TO:

Director of Exceptional Student Education

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.

Administrative/Management

*Updated: April 23, 2024
Effective Date: July 1, 2024*

Job Code: 52017

OCCUPATIONAL THERAPIST (Continued)

- * (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.
- * (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.

Intervention/Direct Services

- * (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) Recommend changes in clients' school environments, consistent with their needs and capabilities.
- * (22) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.
- * (23) Provide for student services as recommended in the IEP.

Collaboration

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

Staff Development

- * (30) Participate in appropriate activities for the continuing improvement of professional knowledge and skills.
- * (31) Provide inservice training to employees as needed.

Professional Responsibilities

- * (32) Model professional and ethical conduct at all times.
- * (33) Perform all professional responsibilities.
- * (34) Prepare required reports and maintain all appropriate records.

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OCCUPATIONAL THERAPIST (Continued)

- *(35) Maintain confidentiality of student and other professional information.
- *(36) Comply with policies, procedures, and programs.
- *(37) Support school and district goals and priorities.
- *(38) Ensure that student growth and achievement are continuous and appropriate for age group and student program classification.
- *(39) Perform other tasks consistent with the goals and objectives of this position.

*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.

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.

COMPENSATION:

Compensation for this position is Pay Lane **ES, SS, BS**

EVALUATION:

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