OCCUPATIONAL THERAPIST
JOB DESCRIPTION

DIVISION: Student Support Services	**GRADE:** Technical/ Other Professional – Group A
DEPARTMENT: Exceptional Student Education	**WORK DAYS:** 196
REPORTS TO: Director of Exceptional Student Education	**FLSA STATUS:** Exempt
ESSENTIAL PERSONNEL: No	

POSITION SUMMARY

Provide Occupational Therapy Related Services in the school-based setting including evaluation, treatment plan development, implementation of services, and additionally assigned duties, for identified students. Maintain schedule of services and required records. Perform all processes required by the Florida Medicaid Certified School Match Program.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Occupational Therapy from an accredited educational institution
- Valid License to practice as an Occupational Therapist in the State of Florida

CERTIFICATION:

- Cardiopulmonary Resuscitation Basic Life Support Certification (CPR – BLS). Must obtain CPR-BLS within 90 days from hire date.

WORK EXPERIENCE: Experience in pediatric and school-based setting preferred

PREFERRED QUALIFICATIONS

- Therapists with school based occupational therapy experience will be given preference.
- Knowledge of pediatric sensory motor developmental progression.
- Knowledge of the Educational vs. Medical Model of occupational therapy service provision.
- Effective verbal and written communication skills.
- Effective computer system and application skills.
- Flexibility and adaptability.

SUPERVISES

N/A

ESSENTIAL DUTIES

- Provide direct, indirect and/or consultative Occupational Therapy services to eligible students.
- Evaluate, interpret and report evaluation results, verbally and in writing to the educational team.
- Develop and update Occupational Therapy plans of care.
- Maintain HIPAA, IDEA and FERPA confidentiality standards.
- Follow Martin County School District Occupational Therapy Guidelines and Processes.
- Collaboratively develop Individualized Education Plans and Section 504 Accommodation Plans.
- Plan, modulate, adapt, and implement occupational therapy interventions for targeted student populations.
- Train staff to promote the generalization of students' skills to their natural educational environment.
- Progress monitor and complete all school district required occupational therapy related documentation.
- Perform all processes required for the School District's participation in the Florida Medicaid Certified School Match program.

BOARD APPROVED: 03/25/2025

- Use classroom and / or behavior management techniques conducive to an effective and safe group environment.
- Model ethical and professional behavior and practice.
- Perform other duties as assigned.

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

Working Conditions: Classroom and community environment.
Physical Demands: Ability to lift and carry 30-50 pounds with assistance; ability to push or pull a maximum of 50 pounds; may require stooping, crouching, kneeling and bending.
Medium Work: Involves exerting up to 20 to 50 pounds of force occasionally or up to 10 to 15 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Persons new, rehired or transferred to the job classification **may** be subject to a physical demand testing requirement to confirm they are capable of the required physical demands of this position.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.