SCHOOL DISTRICT OF ALACHUA COUNTY

THERAPIST, OCCUPATIONAL

JOB DESCRIPTION

FLSA: Exempt

BARGAINING UNIT Yes **ELIGIBILITY**:

SALARY SCHEDULE:

Instructional

QUALIFICATIONS:

- (1) Florida License for Occupational Therapy.
- (2) Successful experience working with children, preferably in a school setting.
- (3) May be required to hold a valid Florida driver's license and to provide own transportation.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of debilitating diseases. Ability to diagnose and assess physical handicaps 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:

Director, Executive -- Exceptional Student Education/Student Support Services

JOB GOAL

To provide a comprehensive program of occupational therapy services to appropriately identified students and assist them accessing the educational programs.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(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/select appropriate materials and equipment for therapy.
- *(4) Establish schedules for therapy sessions.
- *(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) Use technology resources effectively.
- *(8) Evaluate students' physical needs.
- *(9) Write evaluations and interim progress reports.
- *(10) Reevaluate short-term objectives and revise as needed.

THERAPIST, OCCUPATIONAL (Continued)

- *(11) Use standardized tools and clinical observations to screen, evaluate and reassess students' needs.
- *(12) Implement the Plan of Care for eligible students with specific instructions to students, teachers, other professionals, parents and other interdisciplinary team participants
- *(13) Implement activities focused on improving skills needed to address specific problems.
- *(14) Provide for the development, improvement or restoration of sensor-motor, oral-motor, perceptual or neuromuscular functioning.
- *(15) Provide intervention directed toward improving daily living skills, work readiness/performance, play skills or enhancing educational performance skills.
- *(16) Provide and recommend assistive technology, adaptive equipment, or environmental modifications as needed.
- *(17) Provide for student services as recommended in the IEP.
- *(18) Correspond with sponsoring physicians as appropriate.
- *(19) Provide families, employees, and other professionals with consultation and instruction in therapy techniques that carry over into daily activities.
- *(20) Foster student responsibility, appropriate social behavior, integrity, valuing of cultural diversity, and respect for self and others by role modeling and learning activities.
- *(21) Communicate high learning expectations for all students.
- *(22) Communicate effectively, orally and in writing, with other professionals, students, parents and community.
- *(23) Provide accurate and timely information to parents and students about academic and behavioral performance of students.
- *(24) Write or participate in the formation of student IEP or 504 Plans or any other learning plans based on individual student needs.
- *(25) Collaborate with students, parents, school staff and other appropriate persons to assist in meeting student needs.
- *(26) Work with other teachers in curriculum development, special activities and sharing ideas and resources.
- *(27) Demonstrate knowledge and understanding of curriculum content.
- *(28) Engage in continuing improvement of professional knowledge and skills, including instructional methodology, learning theory, curriculum trends and content.
- *(29) Develop and implement a Professional Development Plan annually in accordance with state and district requirements.
- *(30) Demonstrate punctuality and regular attendance.
- *(31) Assist in enforcement of school rules, administrative regulations and Board policy.
- *(32) Comply with policies, procedures and programs.
- *(33) Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
- *(34) Support school improvement initiatives by active participation in school activities, services and programs.
- *(35) Instruct and supervise the work of volunteers and aides when assigned.
- *(36) Supervise students at all times to ensure a safe and orderly environment.
- *(37) Maintain a clean, attractive and organized learning environment.
- *(38) Maintain accurate and complete records in accordance with District procedures.
- *(38) Maintain confidentiality of student and other professional information.

THERAPIST, OCCUPATIONAL (Continued)

- *(39) Maintain student grade, attendance, and conduct records in accordance with established procedures.
- *(40) Recognize overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting actions.
- (41) Perform other duties as assigned.

*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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

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

Job Description Addendum No. 06

Adopted: 7/20/10