

Job Title: Occupational Therapist



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 5

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to provide individualized educationally relevant therapy, consultative and/or direct, to facilitate a student's level of function and participation in his/her school environment to ensure a free and appropriate public education to those students who are eligible.

ESSENTIAL JOB FUNCTIONS

- Develops an individual occupational therapy Plan of Care.
- Participates in developing Individual Education Plans (IEPs), goals, and objectives that reflect student needs as applicable to the educational setting.
- Identifies/selects appropriate materials and equipment for therapy.
- Establishes schedules for therapy sessions.
- Establishes and maintains effective and efficient record keeping procedures.
- Maintains accurate records and data collection to document students' progress, including requirements for Medicaid.
- Manages time effectively.
- Manages materials and equipment effectively.
- Establishes and maintains a positive, organized, and safe environment for students.
- Uses technology resources effectively.
- Evaluates students' physical needs relative to the educational setting.
- Presents typed evaluations, interim progress reports, and documentation of services each time student is seen directly or consultatively.
- Re-evaluates short-term objectives and writes new ones as/if indicated.
- Uses clinical observations, teacher reports, and standardized testing (when indicated) in order to screen, evaluate, and reassess students' needs.
- Implements the Plan of Care for eligible students which may include specific instructions to students, teachers, other professionals, parents, and other interdisciplinary team participants.
- Implements activities focused on improving skills needed to address specific problems and goals as delineated on the IEP.

- Provides for the development and improvement of sensory-motor, oral-motor, perceptual/fine motor skills to task engagement in the educational setting.
- Provides intervention directed toward improving daily living skills specific to the school setting, work readiness/performance, play skills, or enhancing educational performance skills.
- Provides and recommends assistive technology, adaptive equipment, environmental modifications, and accommodations to academic tasks as needed.
- Recognizes overt indicators of student distress or abuse and take appropriate intervention, referral, or reporting action.
- Provides for student services, as recommended in the IEP, and make-up sessions as determined necessary.
- Communicates effectively, orally and in writing, with other professionals, students, parents, and the community.
- Corresponds with sponsoring physicians as appropriate.
- Attends IEP meetings and other student-related conferences as deemed necessary.
- Provides families, employees, and other professionals with consultation and instruction in therapy techniques to establish carry-over into daily activities which ultimately will affect students' performance in the academic setting.
- Consults with teachers, parents, and other IEP committee members to ensure that students' needs are being met.
- Participates in appropriate activities for the continuing improvement of professional knowledge and skills.
- Provides employee in service training as deemed necessary by the Director – Exceptional Student Education.
- Models professional and ethical conduct at all times.
- Performs all professional responsibilities.
- Prepare required reports and maintain all appropriate records.
- Maintains confidentiality of student and other professional information.
- Complies with policies, procedures, and programs.
- Supports school and District goals and priorities.
- Ensures that student growth/achievement is continuous and appropriate for age groups and student program classification.
- Establishes and maintains a positive collaborative relationship with students' families to increase student achievement.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Occupational Therapy from an accredited educational institution.
- Possess a Florida licensure to practice Occupational Therapy.
- One year (1) of experience in pediatrics preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display a knowledge of the theories, terminology, principles, and techniques of occupational therapy practices in pediatric, adolescent and young adult growth and development, neurological, and orthopedic disabilities, behavioral management, and psycho-social aspects of children with cognitive and physical disabilities.

- Requires the ability to consult effectively with parents, students, and teachers.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to determine the approach for doing the work using guidelines provided.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Require the ability to use small office equipment and computers.

PHYSICAL DEMANDS

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. The work also requires the following physical abilities in order to perform the essential job functions: crawling, crouching, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in an environment where errors can lead to significant physical or cognitive consequences for themselves or others.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: