

JOB TITLE: OCCUPATIONAL THERAPIST

JOB DESCRIPTION:

This employee is responsible for the delivery of the school health services program.

Duties of this position include but are not limited to:

1. **Planning:**
 - a. Designing the occupational therapy program so that it is consistent with the total educational philosophy and goals of the district.
 - b. Continuing professional growth through educational meetings, visiting related facilities, reading professional literature, and exchanging ideas with the district staff.
 - c. Working in coordination with other ESE teachers and ancillary personnel in planning and developing the program.

2. **Programming:**
 - a. Identifying strengths and weaknesses of referred exceptional education students.
 - b. Preparing, implementing, and evaluating an annual educational plan for each student based on individually assessed needs and in accordance with district procedures.
 - c. Preparing, implementing and evaluating a plan of care for each student in accordance with district policies.
 - d. Using appropriate assessment instruments pertinent to areas of therapy.
 - e. Supporting projects and programs designed to serve students in the program.
 - f. Providing appropriate schedules for exceptional students involving school personnel as required.
 - g. Providing specialized occupational therapy techniques through individual and/or group sessions designed to meet the educational, social, and emotional needs of the students.
 - h. Seeking a variety of services through community resources and agencies to meet the needs of exceptional students.
 - i. Participating in the in-school staffing and screening processes as appropriate.
 - j. Participating on evaluation teams for mentally handicapped students as appropriate.
 - k. Providing parents with suggestions for home techniques.
 - l. Providing ESE teachers with suggestions for follow-up strategies and techniques, as requested and required.
 - m. Developing a professional library that can be used by parents and other professionals in conjunction with instruction.
 - n. Contacting and reporting to physicians and agencies as requested and required.
 - o. Designing and constructing adaptive equipment, assistive devices, and upper extremity orthotic devices.
 - p. Evaluating and providing training with regard to upper extremity prosthetic skills.

3. **Public Relations:**
 - a. Cooperating with school personnel in coordinating ESE services within the school.

- b. Developing and conducting an inservice program to inform classroom teachers of the goals and objectives of the occupational therapy program and ways of achieving them in the school setting.
 - c. Conferring with the classroom teachers as requested concerning any educational needs of the students receiving occupational therapy.
 - d. Making available to teachers instructional ideas that are appropriate for exceptional students within the classroom situation.
 - e. Providing information to community groups and parents concerning occupational therapy programs as requested or needed.
 - f. Coordinating and providing news releases through the immediate supervisor for local news media as needed.
4. Reporting:
- a. Ensuring that each student in the program has necessary evaluation records in his/her permanent folder.
 - b. Furnishing the principal and supervisor with current exceptional student schedules.
 - c. Completing progress reports for each student in the program.
 - d. Supplying progress reports to school personnel, physicians, and parents of exceptional students as necessary and requested.
 - e. Completing appropriate reports for local, state, federal, and educational agencies.
 - f. Referring those students who require further evaluation or follow-up services to the appropriate school personnel or community agencies.

REQUIRED QUALIFICATIONS:

- 1. Bachelor's degree.
- 2. Licensed as an occupational therapist in Florida by the Board of Medical Examiners.

DESIRED QUALIFICATIONS:

- 1. Graduate work beyond the bachelor's degree.
- 2. Experience in a like position.
- 3. Expertise in pediatric therapy.