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.