

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### OCCUPATIONAL THERAPIST

#### QUALIFICATIONS:

- (1) Valid Florida license in Occupational Therapy or valid Florida Teacher Certificate
- (2) Training and experience in the assessment and provision of occupational therapy
- (3) One (1) year experience working with school age children, ages 3-21, preferred
- (4) Ability to write reports and therapy plans for students
- (5) Ability to relate to and cooperate with students, teachers, counselors, parents, principals, and other school and community representatives

#### KNOWLEDGE, SKILLS AND ABILITIES:

Provide assessment and direct occupational therapy services to students who are eligible as well as provide consultative services to classroom teachers that have students eligible for occupational therapy.

#### REPORTS TO:

Director, Exceptional Student Education and Student Services

#### JOB GOAL

To provide occupational therapy services to all qualifying students, ages 3 - 21

#### SUPERVISES:

None

#### PERFORMANCE RESPONSIBILITIES:

- (1) Evaluation of student referred for occupational therapy.
- (2) Development of occupational therapy plan for qualified students and participation in the annual review of the student's educational program.
- (3) Provision of direct occupational therapy services to qualified students.
- (4) Periodically and on an ongoing basis re-evaluate students and review the plan of care, making recommendations as to the need of continuing or discontinuing the occupational therapy treatment.
- (5) Selection of equipment and materials to use in occupational therapy.
- (6) Consultation with the classroom teachers.
- (7) Participate in staff development and inservice educational activities of the school board.
- (8) Adhere to all rules, regulations, code of ethics, guidelines, and codes in federal, state, and local laws that are concerned with the practice of occupational therapy, and to the policies established by the school board.
- (9) Train paraprofessional staff and teachers in the use of adaptive equipment.
- (10) Provide in a timely manner requested documentation of specialized student services in accordance with school board criteria established for the purposes of the Medicaid Certified School Match program.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.
- \*(12) Ability to work in a constant state of alertness and safe manner.

#### PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

#### TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of the job will be evaluated in accordance with provisions of the school board's policy on evaluation of personnel

\*Essential Performance Responsibilities

**Job Description Supplement Code 2**  
**Lane 8 of the Instructional Salary Schedule**  
**DOE Job Code 52017**

**Revised Board Approval 04/11/2017**