



JOB TITLE	DEPARTMENT	REPORTS TO
Occupational Therapist	Student Services	Director, ESE

Position No: 52017	Length of Work Year: 10 Months
Salary Schedule: P18	Date Approved: 8/26/97
FSLA: Exempt	Date Revised: 5/4/15

JOB GOAL
To direct and perform occupational therapy services to identified students; to participate in diagnosis and planning for these students; and to maintain required reports and records.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's Degree from an occupational therapy program accredited by the American Occupational Therapy Association (AOTA). 2. Have passed an examination approved by the National Board for Certification in Occupational Therapy (NBCOT) for occupational therapists. 3. Hold a Florida License to Practice. 4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To perform and interpret evaluations for students referred for occupational therapy and provide written reports to authorized personnel. 2. To participate as a member of IEP committees, as appropriate. 3. To schedule students for occupational therapy services. 4. To plan, develop and implement goals and therapeutic treatment as determined through evaluation and/or therapeutic observation of student's needs. 5. To consult with parents, teachers, physicians and others involved with care of the student regarding direct and/or indirect services. 6. To order design and/or construct adaptive equipment, assistive devices or upper extremity orthotic devices. 7. To supervise interns and occupational therapy assistant, as appropriate. 8. To develop public awareness of occupational therapy services. 9. To provide in-service training. 10. To perform assigned tasks in a timely and efficient manner. 11. To perform assigned tasks with a high standard of quality. 12. To complete and maintain student notes, progress reports and school related paperwork in a timely and efficient manner. 13. Participate in Medicaid School Match Billing. 14. To perform such other tasks and assume such other responsibilities as the Director of ESE or designee may assign.

PHYSICAL DEMAND CLASS:
Medium (M) - Frequent lifting and carrying of objects weighing 25 pounds or less. Infrequent lifting and carrying of objects weighing 26-50 pounds. Continuous walking and/or standing is required to carry out duties.