

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### THERAPIST, Occupational

#### QUALIFICATIONS

- Bachelor's Degree in Occupational Therapy.
- Florida licensure as an Occupational Therapist.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Federal, State, and local laws and policies, as they pertain to occupational therapy.
- Knowledge of technological applications, as related to specific job functions.

#### SUPERVISION

**REPORTS TO** Exceptional Student Support Services Administrator  
**SUPERVISES** No Supervisory Duties

#### POSITION GOAL

*To conduct a program of occupational therapy for exceptional students.*

#### PERFORMANCE RESPONSIBILITIES

1. \*Prepare, implement, and monitor therapy goals on individual educational plans based on assessed needs designed to meet the goals/objectives of the student and in accordance with District procedures and policies.
2. \*Maintain accurate and current student records including, but not limited to, Daily Service Notes, attendance records, progress monitoring data, and Medicaid documentation in accordance with District procedures and policies.
3. \*Provide consultation to team members on reinforcement of strategies and use of assistive devices for accessing the curriculum and activities of daily living.
4. \*Attend and actively participate in scheduled eligibility and dismissal meetings for students on his/her caseload.
5. \*Assist in the selection/adaptation/management of equipment and supplies necessary for the implementation of the therapy program.
6. \*Collaborate with school personnel in developing a schedule for provision of occupational therapy with the school.
7. \*Develop and conduct training to inform classroom teachers and staff of the goals and objectives of the occupational therapy program and ways of providing instructional support in the educational environment.
8. \*Engage in professional learning that improves professional practice in alignment with the needs of the District.
9. Perform other duties as assigned by the Exceptional Student Support Services Administrator.

*\*Denotes essential job function/ADA*

#### EQUIPMENT / MATERIALS

Standard Office Equipment

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## PHYSICAL REQUIREMENTS

**Medium Work** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Climbing** Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.  
**Balancing** Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or moving surfaces.  
**Bending** Lowering the body forward from the waist.  
**Stooping** Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.  
**Kneeling** Bending legs at knee to come to a rest on knee or knees.  
**Crouching** Bending the body downward and forward by bending leg and spine.  
**Crawling** Moving about on hands and knees or hands and feet.  
**Twisting** Moving body from the waist using a turning motion.  
**Reaching** Extending hand(s) and arm(s) in any direction.  
**Pushing** Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.  
**Pulling** Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.  
**Lifting** Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Grasping** Applying pressure to an object with the fingers and palm.  
**Feeling** Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.  
**Repetitive Motions** Substantial and continuous movements of the wrists, hands, and/or fingers.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**Indoors/Outdoors** The worker is subject to both environmental conditions. Activities occur inside and outside.

## TERMS OF EMPLOYMENT

### PAY GRADE

**T \$39,000 - \$69,500**  
District Salary Schedule  
Months 10  
Annual Days 196  
Weekly Hours 35  
Annual Hours 1372

### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 12  
EEO-5 Line 32  
Function 5200  
Job Code 1132/B  
1133/M  
Survey Code 52017

### FLSA

Applicable  
 Not applicable

### BOARD APPROVED

July 25, 2017  
September 12, 1995  
Previous Board Approval

ADA Information Provided by Michelle Walsh  
Position Description Prepared by Michelle Walsh