

**SCHOOL DISTRICT OF OKALOOSA COUNTY
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

Position Title: Occupational Therapist
Reports to: Program Director of ESE

Minimum Eligibility Requirements:

Holds a valid Florida Educator's Certificate with appropriate coverage and a B.S. Degree in Occupational Therapy or Florida license, Occupational Therapy (Chapter 75-179 of the Florida Occupational Therapy Act). Any alternative qualifications as the Board may find appropriate.

Communication Skills:

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

Specialization Competence:

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

Administrative/Supervisory Requirements:

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

Instructional/Evaluation Procedures:

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

Management Techniques:

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

Interpersonal Relationships:

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

Physical Demands:

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

Work Environment:

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

Job Goal:

To provide educationally relevant services to properly classified exceptional students toward maximizing development in the areas of daily living skills, exercise, occupational and leisure activities.

Essential Duties and Responsibilities:

1. Obtain and review physicians prescriptions.
2. Complete appropriate assessment and evaluation on students referred. Provide written report.
3. Participate in placement of annual development reviews and dismissal staffings.
4. Implement treatment plans and documents activities.
5. Provide a schedule to supervisor which maximizes direct service contact time.
6. Function as a team member:
 - a. Consultant services to school personnel, parents, health care personnel;
 - b. Coordinate/integrate activities with physical therapist, if appropriate.
7. Provide training for parents and other personnel as needed.
8. Identify, recommend and provide, as necessary, appropriate adaptive equipment to meet unique needs of students.
9. Prepare for and participate in placement committee meetings, dismissal staffing meetings and IEP conferences.
 - a. Interprets evaluation reports.
 - b. Utilizes information to identify and write target behaviors, annual goals, long and short term academic and behavioral objectives on IEPs.
10. Identifies and coordinates other support services as deemed appropriate by team members.
11. Abide by all policies of the Okaloosa County School Board.
12. Perform other tasks as assigned within the limits of the Master Contract.

Terms of Employment/Length of Employment:

Ten, eleven, or twelve month. Salary is based on adopted salary schedule for instructional personnel.

Evaluation:

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.