



The School Board of Polk County

<https://www.polk-fl.net>

Job Description

Position Title: Occupational Therapist
FLSA Status: Exempt
Salary Grade, if non-union: N/A
Pay Grade, if union: OT/PT Salary Schedule
Non-Union or Specific Collective Bargaining Agreement: Teacher's Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to provide therapeutic supports to all eligible students in order to enhance the student's educational program and access their educational environment and curriculum.

Essential Functions of this Job:

Evaluates, makes skilled observations, and makes educationally relevant recommendations for each child referred for occupational therapy support. Regular collaboration with other professionals in the formation of goals and/or accommodations to support student access to their education. Promotes student independence in the educational environment. Recommends/fabricates equipment and assistive devices appropriate for the student's needs, Increases the student's educational functioning through the use of adaptive and assistive devices. Facilitates the student's development and enhances learning. Improves the student's motor performance and social-emotional skills. Improves the student's ability to function in the classroom/school setting.

Must be able to perform physical tasks as set forth in the Physical Environment section of this document.

Non-Essential Functions of this Job:

Performs other duties as required.

Knowledge, Skills and Abilities:

Knowledge of required documentation and procedures. Ability to plan and conduct inservice activities. Ability to collaborate with the educational team to prepare and implement educational plans and accommodations. Ability to collaborate with teachers, school staff and parents regarding the influence of specific deficits on student performance and adaptations to enhance functioning. Bilingual/biliterate

preferred.

Education, Experience and/or Certification/License Requirements:

Completion of an accredited Occupational Therapy Program and meeting the certification requirements by the National Board for Certification in Occupational Therapy, Inc. (NBCOT). A current Florida Department of Health Occupational Therapy state practice license.

Work Context:

Requires sitting, standing, walking and moving about to coordinate work. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires face-to-face discussions and contact with individuals and/or teams. Requires work with students, internal and external contacts, and with the public. Requires the use of a reliable vehicle.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires working in educational outdoor environments. Requires sitting, standing and the ability to lift, carry, move and/or position objects frequently weighing up to 20 pounds and infrequently weighing more than 20 pounds with help as needed.

Local Code: 0427

EEO5: 32

Approval Date: 2012-12-12

Date Last Revised:

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.