

JOB DESCRIPTION

JOB TITLE: Occupational Therapist

Job Summary:

The job of Occupational Therapist is done for the purpose/s of assessing fine motor/sensory motor/functional skills; to identify educationally-relevant accommodations/adaptations; to develop and implement instructional or therapeutic interventions as indicated; to maximize students' functional level to provide information for program design and student placement; to improve students' performance; to provide information on child development and/or issues on specific students to instructional personnel.

Nature & Scope:

This position is subject to Board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes.

Essential Job Functions:

- Assesses students' fine motor skills and development (e.g., perceptual-motor, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining their deficits and developing recommendations.
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for services and/or making recommendations.
- Participates in meetings (e.g., IEP conferences, parent meetings, in-services, etc.) for the purpose of developing plans and/or providing information regarding students' functional goals.
- Implements therapy programs for remediation of functional limitations.
- Prepares documentation (e.g., evaluations, observations, progress, contacts with parents, teachers and outside professionals, etc.) for the purpose of providing written support, developing recommendations and/or conveying information.
- Presents information on various topics related to professional expertise in occupational therapy for the purpose of communicating information and gaining feedback on treatment issues.
- Researches resources and methods (i.e., intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining appropriate approach for addressing students' functional goals.
- Screens students for the purpose of determining the need for further individualized assessment.
- Obtains needed equipment, modifies/makes equipment as needed to improve student performance.
- Schedules occupational therapy services and consultation and tracks service time provided to students.
- Directs Certified Occupational Therapy Assistants with regard to service provision and schedule of work.

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Documents student progress and reports such to instructional staff and parents.
- Maintains and submits reports to supervisor related to occupational therapy.

- Attends workshops, staff development classes and meetings, seminars and other meetings for continued professional growth as requested or approved by the Director.

Essential Job Requirements – Qualifications:

- Skills, Knowledge and/or Abilities Required:
 - *Skills* to apply assessment techniques and treatment modalities, communicate effectively.
 - *Knowledge* of assessment techniques and treatment modalities, relevant education codes, state and district policies, child development patterns.
 - *Ability* to lift students according to acceptable risk factor guidelines.
 - *Abilities* to sit for prolonged periods, complete a case study and develop an individual education plan; work independently, be flexible and work under time constraints, and work effectively with staff, parents, students and community. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/keyboarding, talking/hearing conversations, near/far visual acuity/visual accommodation.
- Licenses, Bonding and/or Testing Required: Licensure for Occupational Therapy, Criminal Justice Fingerprint Clearance, valid driver's license and evidence of insurability.
- Licensed, Certifications, Bonding, and/or Testing Required: Valid driver's license and vehicle available; First aid card.
Experience Preferred: Prior job related experience
- Evaluation:
Performance of this job will be evaluated each year in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff. Reports to the Program Director, Special Services.