

CERTIFIED STAFF JOB DESCRIPTION

Certified Occupational Therapist (Head)

Reports to: Executive Director of Special Services

General Summary: Plan, implement, and evaluate occupational therapy and sensory motor integration therapy in accordance with IEP goals and objectives and in accordance with district policies and procedures. The Certified Occupational Therapist will possess good people skills, flexibility, the ability to work under pressure and stay on task, be responsible, reliable, a self-starter, and have the ability to adjust to change.

Essential Functions:

- 1) Meets standards in knowledge and competence of occupational therapy.
- 2) Meets standards in knowledge and competence in the areas of program implementation through appropriate service delivery options including, but not limited to, consultation, direct intervention, and collaboration.
- 3) Tests and evaluates students for therapy and support needs.
- 4) Monitors, observes, and evaluates students' progress; designs treatment plans; and recommends programs suited to individual potential and rehabilitative needs.
- 5) Coordinates occupational therapy with other therapeutic activities according to students' needs, capabilities, interests, and treatment goals and objectives.
- 6) Prepares and maintains a variety of records and files indicating student progress, care plans, and related statistical data.
- 7) Provides instruction, guidance, and technical assistance in occupational therapy methods and techniques to assistant.
- 8) Schedules and conducts occupational therapy for the students who require services.
- 9) Plans and carries out the Individual Education Plan as part of the transdisciplinary team.
- 10) Consults with students, parents, and professionals concerning progress in occupational therapy services.
- 11) Keeps records, write reports and carries on clinical correspondence concerning students' occupational therapy.
- 12) Attends eligibility reviews and IEP meetings.
- 13) Completes IEP paperwork for students.
- 14) Provides information to students, parents, and professionals concerning the nature, purpose, and outcome of occupational therapy services.
- 15) Coordinates agenda for collaboration time and weekly meetings with other motor staff and reports pertinent items to direct supervisor.
- 16) Supervises and conducts formal evaluations of occupational therapists and certified occupational therapy assistants in coordination with the Executive Director of Special Services.
- 17) Performs other duties/projects as assigned by the Executive Director of Special Services.

Qualifications:

1. **Education level** – Prefer minimum of BS or education necessary to obtain occupational therapist certification.
2. **Certification or Licensure** – Certification as an Occupational Therapist.
3. **Experience desired** – Three years as a practicing Occupational Therapist.
4. **Other requirements** – Knowledge of the Special Education Process and laws. Excellent organizational skills, oral and written skills, time management, and telephone skills. Computer knowledge and assistive technology. Understand and support the district's Comprehensive School Improvement Plan. Must successfully pass a background check and drug test that are satisfactory to the Board of Education.
5. **Physical Requirements/Environmental Conditions:** Requires prolonged sitting and standing; requires stooping, bending, reaching and lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance and physical presence at the job.

Evaluated By: Executive Director of Special Services

Length of Contract: 180 - 184 days (depending on job assignment)

Type of Position: Exempt

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the superintendent.

Board Approved: 3-9-17