

BERKELEY COUNTY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: Occupational Therapist

FLSA: Exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district **Vision, Mission and Goals** are achieved and under the general supervision of Coordinator for Related Services the occupational therapist is expected to deliver “corrective...supportive services as are required to assist a child with a disability to benefit from special education...” [IDEA, Section 300.24(a)]. Within this capacity, the occupational therapist serves in a combination of consultation, collaboration, and direct service roles depending on the educationally relevant individual needs of the student. Report to the Director of Programs for Student with Disabilities.

ESSENTIAL FUNCTIONS

Conducts comprehensive evaluations to identify the educationally relevant needs of an individual child; Based on the results of the evaluation, the occupational therapist recommends goals, activities, or supports to be incorporated in the Individual Education Program (IEP);

Conducts a variety of assessments including environmental assessments, assistive technology assessments and sensory processing assessments; The occupational therapist designs treatment plans based on the results of assessments, observations, and consultations;

Recommends/implements various alternative curricula to address individual needs;

Implements occupational therapy services and monitors progress as described in the IEP;

Demonstrates skills to deliver a continuum of services including indirect, consultative, direct, individual and group therapy;

Works collaboratively with the classroom teacher to incorporate therapeutic activities into the natural setting that will enhance and maintain the effects of therapy goals throughout the school day;

Provides classroom and school-wide consultation to teachers and administrators in response to individual student needs;

Abides by safety regulations, assurances and acceptable technology use practices as identified by the district;

Works constructively and collaboratively with school personnel, parents, students, and outside agencies;

Communicates effectively and disseminates information clearly to diverse audiences;

Collects and summarizes data to document student performance (weekly, monthly, and grading period);

Utilizes technology required for professional practice including electronic mail, presentation applications, and data base management;

Adheres to federal, state, and local policies including due process guidelines;

Maintains accepted professional and ethical standards in assessment, consultation, and general professional practice;

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Complies with Medicaid regulations and billing procedures including maintaining accurate paperwork and submitting paperwork within required time lines;

Engages in professional growth activities including maintenance of continuing education units required for licensure and attendance and participation in mandatory district sponsored professional development opportunities;

Complies with professional expectations in the school environment including professional etiquette, appropriate dress, scheduled work hours, and completion of required paperwork documentation; and

Performs other related duties as required.

JOB SPECIFICIATONS

Education and Experience:

Masters Degree in Occupational Therapy from an accredited institution, OT-RL (Occupational Therapist-Registered License), National Board Certification, and experience in pediatrics.

Knowledge:

Knowledge and acquisition of the policies, procedures, and educational practices governing the educationally relevant practices of an occupational therapist

Skills/Efforts:

Abilities and comprehension must be exhibited relative to terminology, standards, process, and functions of the program, office equipment operations, verbal and written communication skills, personality traits necessary to work collaboratively with parents, staff members, community members, planning teams and other groups involved with district activities. Willingness must be exhibited to perform the duties of the position efficiently and timely.

Working Conditions

Physical demands involve the use of positioning and lifting students with proper procedures and equipment. Job requires movement/lifting of items weighing up to 35 lbs. Routine local travel required. Duties of the job require frequent use of a computer monitor and related equipment. Berkeley County School District is a smoke free district.

Responsibility:

Responsibility for providing related services to enable students with disabilities to benefit from special education.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent for the performance of other related duties as assigned.

SIGNATURES

Date: _____

Date: _____

Date: _____