

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT

KETCHIKAN ALASKA

JOB DESCRIPTION

JOB TITLE: OCCUPATIONAL THERAPIST

REPORTS TO: DIRECTOR OF SPECIAL SERVICES

JOB PURPOSE: To serve special education students and others students with disabilities and challenges that interfere with the ability to function within the educational setting, requiring assessment and support of students with needs in the areas of sensory motor, fine motor, perceptual motor, and functional life skills. The position focuses on curriculum and collaboration with the education team for specific skill development, modifications, and adaptations that promote student participation and independence within the school environment.

Requirements:

1. Current State of Alaska certificate, issued by the Alaska Department of Education and Early Development.
2. Competency in appropriate student assessment
3. Ability to train classroom staff for implementation of therapeutic services
4. Have or be able to obtain a valid Alaska Driver's License

Duties, Responsibilities and Accountabilities:

1. Reviews referrals received from parents, medical personnel, school district or other public agency personnel, community agencies, and civil authorities through district screening procedures and by other interested persons; evaluates students through interviews, skilled observations and/or testing.
2. Determines performance criteria in the areas of sensory motor, fine motor, perceptual motor, and functional life skills and determines progress through criteria measures; determines equipment, environment, and technology needed for OT treatment; modifies and makes accommodations to address fine motor, sensory motor, perceptual motor, and functional life skill needs in the educational setting.
3. Focuses OT program on educational needs of students and determines the frequency and duration of therapy, type of therapy, and support for treatment techniques from colleagues; develops OT treatment programs in sensory motor, perceptual motor, and fine motor skills as it pertains to the educational setting in the areas of life skills, assistive technology, and vocational skills.
4. Provides direct occupational therapy treatments to a wide variety of students to facilitate and develop sensory motor, fine motor, perceptual motor, and functional life skills.
5. Evaluates the effects of treatment at various stages and adjusts treatments to achieve maximum benefit; uses performance criteria to determine discharge through interviews, skilled observations, and/or testing.
6. Maintains up-to-date cumulative occupational therapy records and other records as required by the district and state and federal law; follows all relevant state and federal regulations for special education.
7. Develops treatment plans, interventions and/or educational materials from the IEP for the purposes of remediating student's motor skill deficits and ensuring compliance with regulatory requirements.
8. Instructs students and staff for the purpose of providing information on medical/behavioral attributes, use of assistive devices and/or implementing plans for remediation of functional limitations.
9. Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, evaluations, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
10. Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing student's functional goals.

Other Job Duties:

1. Maintains and updates knowledge and skill required for success in the position by participating in professional development activities as needed or as assigned.
2. Performs related duties as assigned.

Knowledge, Skills and Abilities:

Language Skills: Ability to read, analyze, and interpret general educational periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, educational correspondence, and procedure manuals. Ability to effectively present information and respond to questions from administrators, staff, students, parents, and community members.

Mathematical Skill: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Problem Solving: Can identify and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.

Project Management: Develops and coordinates projects. Clearly communicates project plans, progress, and changes. Completes projects on time. Manages project activities and teams.

Interpersonal Skills: Focuses on solving conflict and not blaming. Maintains confidentiality. Listens to others without interrupting. Keeps emotions under control and remains open to other ideas and tries new things.

Teamwork: Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed.

Diversity: Shows respect and sensitivity for cultural differences and promotes a harassment-free environment.

Ethics: Treats people with respect, keeps commitments and inspires the trust of others. Works with integrity and ethically.

Judgment: Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.

Planning/Organizing: Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Sets goals and objectives. Organizes or schedules other people and their tasks. Develops realistic action plans.

Professionalism: Approaches others in a tactful manner. Reacts well under pressure and treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions.

Quality: Demonstrates accuracy and thoroughness and looks for ways to improve and promote quality.

Safety and Security: Observes safety and security procedures. Reports potentially unsafe conditions and uses equipment and materials properly.

Attendance and punctuality: Is consistently at work and on time.

Dependability: Follows instructions, responds to management directions and takes responsibility for own actions. Keeps commitments.

Other Skills and Abilities: Demonstrated ability to operate computers and related software. Ability to perform duties with awareness of all district requirements and Board of Education policies.

The daily activities of the occupational therapist are performed in a school setting. There is a high level of interaction with students. The work requires getting up and down off the floor, physically moving and guiding student motor movements, and lifting students up and down from chairs and from the floor, and also requires the moving of equipment. Frequent interruptions occur, and visual and mental concentration on details and precision is required. The occupational therapist is required to travel to different sites and may be exposed to infectious diseases.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals will perform other duties as assigned by the Superintendent.

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