Occupational Therapist
Job Description

Reports to: Director of Special Services/Supervisor of Psychological Services (school age therapists)
Supervisor of Programs Exceptional Children (preschool therapist)

Job Goals: Occupational Therapy is a service provided by a licensed Occupational Therapist to address the functional needs of an individual as they relate to sensory, motor, postural or emotional development, adaptive behavior and play and the performance of self-help skills. These services are designed to improve, restore or maintain the individual's functional ability to perform tasks in educational settings. In an educational setting, Occupational therapy services are provided to enable identified special education students ages 3-21 to benefit from special education or regular education in the least restrictive environment.

QUALIFICATIONS:
Be a currently licensed Occupational Therapist (OTR/L) in the state of North Carolina. Requirements for licensure include:

1. Graduation from an accredited educational program
2. Satisfactory completion of 6-9 months of supervised clinical fieldwork
3. Successful completion of the National Certification Examination administered by the American Occupational Therapy Certification Board

RECOMMENDED QUALIFICATIONS:
1. One clinical fieldwork experience in a school system or other pediatric area
2. Two years of experience with at least one in a school system or other pediatric setting
3. Continuing education in the past year as required by North Carolina state licensure, that is related to pediatrics or school system practice
4. Demonstrates knowledge about the federal and state education rules and regulations which impact an Occupational Therapist's role in providing services to special education students

PERFORMANCE RESPONSIBILITIES:

ASSESSMENT:
1. Establishes and maintains a referral process
2. Identify, screen, evaluate and reevaluate referred and placed students through the use of
3. selected standardized and non-standardized tools that assist in identifying a student's current functional performance
4. Documents and interprets screening and/or evaluation results

INTERVENTION:
1. Develop and implement Individual Education Plans for students designed to improve, restore and maintain the student's functional ability to perform tasks in the education setting through graded, purposeful activities
2. Coordinate occupational therapy programs of students with the educational programs, home programs and services of other disciplines

3. Adaptation of environments; both human and physical

4. Instruct student, family and educational personnel in safe use and care of adaptive equipment and devices
5. Instruct parents, teachers and other school personnel in areas relating to the student's therapeutic program
6. Selection design, purchase and/or fabrication of assistive or orthotic devices and other assistive technology to facilitate development and promote the acquisition of functional skills so that the child can perform tasks in the least restrictive environment
7. Teach and supervise occupational therapy management programs for appropriate students
8. Discontinues intervention programs when appropriate and in accordance with dismissal guidelines

CONSULTATION:

1. Manage intervention programs developed by the occupational therapist -carried out by teachers, parents and other school personnel
2. Provide and interpret medical information relating to a student's special needs to school personnel
3. Provide families/educational personnel with information about the roles and function of occupational therapy programs in educational settings
4. Provide formal and informal in-service programs and/or resource materials for teachers, parents and appropriate school personnel, community and state agencies to assist with problem solving, program planning and priority setting for children with special needs
5. Suggest modifications and procedures to ensure elimination of architectural barriers, provision of classroom modifications and safe transportation for handicapped students
6. Coordinate planning with other agencies or individuals involved with a student's initial entry into a public school program or reentry following an extended absence (i.e. hospitalization)
7. Consult with physicians concerning student's medical needs
8. Coordinate occupational therapy services with school personnel and other community agencies

ADMINISTRATION/SUPERVISION:

1. Establish and maintain an appropriate, confidential system of documentation for student referrals, record keeping, evaluation/reevaluation results, treatment progress and recommendations
2. Attend and participate in appropriate committees related to evaluation, placement and programming for students
3. Evaluate the effectiveness of the occupational therapy program and revise as needed
4. Coordinate with teachers and other professional staff for students to receive occupational therapy services and provide with schedule
5. Determine treatment priorities, appropriate caseload, schedules and procedures for providing occupational therapy services
6. Participate in budget planning for occupational therapy programs
7. Assist in purchasing and maintaining special equipment and supplies for occupational therapy programs
8. Assist with recruitment and staffing necessary for implementing occupational therapy services
9. Supervise occupational therapy fieldwork students
10. Supervise occupational therapy assistant
11. Participate in Assistive Technology evaluations and make recommendations

KNOWLEDGE AND SKILLS:

1. Adhere to the occupational therapy code of ethics
2. Participate in continuing education and professional growth objectives
3. Integrate current professional knowledge with practice
4. Abide by established laws, rules, and regulations, and LEA policies
5. Use clinical educational research

TERM OF EMPLOYMENT: 10 Months

EVALUATION: Performance will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

INSTRUCTIONS TO APPLICANTS: Follow the Hiring Process Instructions on the Buncombe County School's website: www.buncombe.k12.nc.us > Employment > Hiring Process

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