



**CAROLINE COUNTY PUBLIC SCHOOLS
POSITION DESCRIPTION**

Job Description: Occupational Therapist

JOB TITLE: Occupational Therapist	LOCATION: School Based Site
IMMEDIATE SUPERVISOR: Director of Exceptional Education	WORK SCHEDULE: Full Time (10 Month) STUDENT SUPPORT SCALE: Step 0-\$63,840-Step 30-\$98,070 210 Days/ 8 hours a day The selection of candidates and scheduling of interviews will be contingent upon the finalization of the Governor's Fiscal Year 2026 budget.
EDUCATIONAL REQUIREMENTS: • Hold or be eligible for a Virginia Collegiate Professional or Postgraduate Professional License with a specific endorsement in the area • Has knowledge of Special Education law, experience with creating plan of care for students • Must have demonstrated the leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents • Must have a minimum of three (3) years of successful experience as an occupational therapist	FLSA STATUS: Exempt

JOB GOAL:

Develops and implements a program for facilitation, restoration and/or maintenance of optimum independence in students with disabilities whose adaptive skills and/or effective functioning in the environment have been impaired. In addition, this position will work to coordinate efforts to identify, evaluate, and place students with disabilities. This position will adhere to and ensure compliance with all state and federal legislation pertaining to students with disabilities in Caroline County Public Schools.

PERFORMANCE RESPONSIBILITIES:

*Performs functions in the following areas: General Development, Self-help or Self-care, Needs for individual and environmental adaptations, Functional Mobility, Motor Skills and Musculoskeletal System and Sensory Motor Integration Skills.

*Provide Pre-vocational and Vocational Skills

*Serves as a member of an interdisciplinary team whose purpose is to provide an appropriate educational program for students with disabilities

*Maintains essential records necessary to the efficient operation of the program including student data

* Utilizes vocational assessment information to assist with academic and vocational programming.

* Facilitates linkages to outside agencies.

* Provides technical assistance to schools, parents, and/or students with disabilities.

*Responds to transition queries from parents and/or students with disabilities.

* Performs such other duties and responsibilities as assigned by the Director of Exceptional Education.

* Offer instructional strategies for exceptional education teachers.

* Provide instructional support to exceptional education teachers for Child Study process, the Evaluation process and the IEP process.

*Adheres to the American Occupational Therapy Association Code of Ethics

EVALUATION:

Performance of this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of professional personnel.