



Occupational Therapist

Reports to:	Director	FLSA Status:	Exempt
Department:	Pupil Services	Structure/Grade:	Other Certified/ Z Schedule
Division:	Student Services	Workdays:	190
Retirement:	Teachers Retirement System		

Position Summary

Evaluates and treats students with various motor and sensory processing challenges, collaborating with educational staff on individualized education plans. Performs work independently under moderate supervision, applying foundational knowledge to perform the job effectively.

Essential Job Duties

- Screens and evaluates students referred to occupational therapy, ensuring their progress is consistently monitored.
- Provides consultation and direct and indirect occupational therapy services as required.
- Collaborates and consults with therapists on student treatment plans and evaluations.
- Maintains accurate and current documentation for all provided services, adhering to all relevant laws, regulations, and professional standards.
- Participates in professional development activities and attends staff meetings regularly to stay informed of best practices.
- Manages inventory by ordering supplies as needed and ensuring that equipment is functional and well-maintained.
- Orients new staff members while providing task-specific training to support personnel when necessary.
- Identifies and resolves minor problems as they arise.
- Suggests minor modifications as appropriate to processes to enhance the performance of the department.
- Performs additional duties as assigned.

Qualifications

- Bachelor's degree from an approved accredited college or university in occupational therapy required.
- Minimum of six (6) months experience in physical, psychological, and pediatric fieldwork required.
- Valid occupational therapy license issued by the State of Georgia required.



Knowledge, Skills, and Abilities

- Ability to analyze needs and problems
- Ability to implement screening and assessment tools
- Ability to follow clear and established processes
- Effective oral, written, and interpersonal communication skills
- Good computer skills, and the ability to use all relevant software
- Ability to work collaboratively with a variety of individuals and establish and maintain effective working relationships
- Ability to maintain accurate records
- Ability to maintain confidentiality
- Ability to organize and prioritize tasks and manage multiple assignments simultaneously

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 1/22/2026