DOUGLAS EDUCATION SERVICE DISTRICT

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JOB DESCRIPTION

TITLE: Occupational Therapist

FLSA Status: Exempt

REPORTS TO: Supervisor and/or designee

JOB SUMMARY

To provide occupational therapy consultation to school staff and parents, evaluation, direct and indirect treatment to children who have motoric and sensory delays which supports the developmental progression, educational progress, and functional life skills of involved students . Services will be provided in Early Intervention, Early Childhood Special Education and schools for children with motor and sensory impairments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Evaluate student motor and sensory skills to determine eligibility for special education services using standardized assessment instruments.
- Evaluate motor (gross and adaptive) and sensory development to determine appropriate type and amount of therapy services required to insure reasonable educational progress.
- Instruct, train, and monitor classroom staff and parents in the implementation of appropriate motor activities, accommodations, and modifications.
- Design and fabricate adaptive devices and equipment to enhance independence in the educational setting.
- Team with other personnel and agencies to provide coordinated and effective services.
- Participate in IFSP and IEP meetings to assist with the development of individual child educational plans.
- Implement motor activities, accommodations, and modifications that support IFSP and IEP goals.
- Monitor and evaluate therapy programs using observation, data and/or pre-post testing.
- Work cooperatively and communicate appropriately with teaching staff, support staff, and parents.
- Manage daily work schedule utilizing effective time management, prioritization, and organizational skills.
- Work cooperatively and effectively with local, regional, and state agencies and professionals.
- Order appropriate materials and equipment; use and maintain them.
- Provide assistance and/or recommendations to parents/families/school districts regarding selection, ordering, and funding of appropriate equipment and materials.
- Evaluate and report student performance and progress.
- Attend ESD staff meetings and team meetings.
- Serve on committees as directed.
- Participate as member of the IFSP and IEP teams in determining appropriate educational placements for students and transition planning.

- Communicate with health care providers (e.g. CDRC, Community Health, Shriner's Hospital) to maximize the effectiveness of treatment.
- Complete required reports, IEP, IFSP, third party billing, and other forms promptly and in an acceptable manner.
- Adhere to workplace expectations
- Ability to work a flexible schedule and travel to and from school locations in the Douglas ESD service area and may be required to travel on overnight assignments.
- Complete all Medicaid billing documentation, ensuring accuracy, compliance, and timely submission.
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Degree in Occupational Therapy required with graduation from an accredited occupational therapy school. Must hold or be eligible for Oregon Occupational Therapy License.
- **Interpersonal Skills:** Knowledge of augmentative and alternative communication techniques. Ability to appropriately communicate with diverse staff and others including outside agencies. Ability to work as part of a multidisciplinary team and collaborate well with others. Frequently focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students, staff, parents and the public. Ability to cultivate and model a respectful working and learning environment.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to staff and the public. Ability to verbally respond to common inquiries from staff and the public. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations. Frequently makes decisions and exercises independent judgement.
- **Computer Skills:** General knowledge of computer usage and MS Office 365 is required. General knowledge in Excel with the ability to learn complex formulas and pivot tables; ability to learn accounting software and various programs as needed.
- **Other Skills and Abilities:** Maintain regular and consistent attendance and punctuality. Ability to work in an environment with constant interruptions. Required to demonstrate the ability to work independently on occasion.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Driver's License, if required. Ability to obtain a valid CPR/First Aid card.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently required to walk, stand and sit
- Occasionally required to bend, stoop, kneel, climb stairs, crouch or crawl
- Regularly required to talk and hear
- Use hands for fine manipulation, handle or feel and reach with hands and arms operating a computer keyboard and mouse.
- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision
- Regularly lift and/or move up to 15 pounds and occasionally up to 25 pounds.

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This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services whoever and whenever necessary to ensure the success of the ESD's goals.

This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time with or without notice as it deems advisable, pursuant to Collective Bargaining Agreement.

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Equal Opportunity Employer:

Douglas ESD recognizes the diversity and worth of all individuals and groups. It is the policy of Douglas ESD that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran's status, genetic information or disability in any educational programs, activities or employment.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Director for additional information or assistance.

Employee Statement:

I have reviewed the above position description and understand its contents.

I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I required accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the ESD regarding the requested accommodation(s).

Employee Signature: **Date:**

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Supervisor Signature: **Date:**

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Salary Classification: Licensed
Last Revised: May 2020