Elkhart Community Schools
Position Description

Position Title:	**Registered Occupational Therapist**	
Qualifications:	Bachelor's degree in Occupational Therapy. Registration with the American Occupational Therapy Association. Licensure in the State of Indiana as an Occupational Therapist. Regular and timely attendance is an essential function of this position.	
Department:	Student Services	
Reports to:	Assistant Director of Student Services	
Prepared by:	Cheryl Waggoner	Date: March 27, 2017
Approved by:	W. Douglas Thorne	Date: March 27, 2017

SUMMARY: Evaluate students, as assigned, to determine their functional levels and identify special needs. Plan and implement therapeutic activities to assist special education students in benefiting from their educational experiences, while supporting school staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned):*

1. Administer and interpret tests and measurements by the report/lEP deadline.
2. Respond to requests from parents or teachers for consultation/screening and/or general education intervention strategies in a timely manner.
3. Assess and record treatment needs and establish appropriate IEP goals for all students who qualify for therapy, as part of a case conference committee decision.
4. Establish classroom and home-based therapy programs to address IEP goals.
5. Requisition equipment and supplies needed to provide treatment in each classroom and supervise the maintenance and location of therapy equipment.
6. Schedule collaborative or direct therapy, as deemed necessary by the case conference committee.
7. Use appropriate therapeutic interventions specific to the individual's needs. This may include:
    - Addressing the following domains: self-help, functional mobility, sensory processing, motor functions and pre-vocation/vocational skills;
    - Adapt equipment;
    - Refer families to area vendors;
    - Provide access to assistive technology;
    - Adapt the learning/physical environment;
    - Collaborate with teachers and paraprofessionals to provide appropriate carryover experiences so that the therapy program improves the functional capacity of the child in the classroom.
8. Maintain complete and accurate records.
9. Enter Medicaid billing information accurately and by deadlines throughout the school year.
10. Comply with all school regulations and directions issued by the administrative staff.
11. Maintain a personal appearance in keeping with the nature of the job responsibility.
12. Participate as a multidisciplinary team member in staff and committee meetings.
13. Prepare for parent conferences and staff meetings.
14. Develop and maintain effective interpersonal relationships with the staff, parents and physicians and other agencies.
15. Make proper arrangements for use of school equipment and space.
16. Maintain confidentiality in all matters, specifically those matters relating to student records and data.
17. Acquire knowledge regarding current theory and treatment techniques.
18. Take responsibility for directing and supervising of COTA and/or student intern.

19. Exhibit a pattern of regular and timely attendance.
20. Perform other duties as assigned by the director.

Qualification Requirements: 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: Bachelor's degree in Occupational Therapy. Regular and timely attendance is an essential function of this position.

Licenses, Registrations: Registration with the American Occupational Therapy Association. Licensure in the State of Indiana as an Occupational Therapist.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in specific fields. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely, both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: The physical demands describe 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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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 this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.