

EDUCATIONAL SERVICE CENTER OF LORAIN COUNTY
JOB DESCRIPTION

JOB TITLE: Occupational Therapist

QUALIFICATIONS: Valid Ohio Department of Education and Workforce Pupil Services license or Pupil Services Registration in Occupational Therapy
Valid Ohio Board of Occupational Therapy license
(Superintendent approval required for any variations from above listing)

REPORTS TO: Director of Special Education Services or designee

CONTRACT: Nine (9) Month

JOB DESCRIPTION:

1. Provide screening services to identify suspected delays and recommend children for occupational therapy services.
2. Functions as a member of the evaluation team to provide a multi-factored evaluation to facilitate the assessment and diagnosis to determine eligibility for occupational therapy services.
3. Participates in the decision to deliver occupational therapy services to a child and assists in development of the Individualized Educational Program.
4. Provides appropriate occupational therapy to meet students needs identified in evaluations report and as described in the IEP.
5. Plan, organize, and provide appropriate occupational therapy programs and activities to meet student needs including accommodations and modifications in the schools' environment.
6. Collaborates with other special service providers and school personnel to develop appropriate classroom activities to reinforce services being provided to children by the occupational therapist.
7. Collect, monitor, and report student progress. Use the data collected to inform therapy decisions.
8. Maintains appropriate procedural safeguards and records for all students receiving occupational therapy.
9. Assists in assessing and recommending assistive technology, seating/ positioning equipment, transportation, and other adaptive equipment in all school environments.
10. Maintains confidentiality in all job related discussions and communications.
11. Additional duties and responsibilities as assigned by the Director of Special Education Services or designee.

PROFESSIONAL RESPONSIBILITIES REQUIRED:

- Demonstrates professionalism including attendance and punctuality and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Manages individual, group, and organizational interactions while averting problem situations and intervening appropriately to resolve conflicts.
- Effectively communicates using verbal, nonverbal, writing and listening skills.
- Exercises self-control and perseverance when dealing with students, staff and public.
- Accurately completes paperwork and inputs data according to established deadlines.

WORKING CONDITIONS/PHYSICAL DEMANDS

The characteristics listed below are representative of the work environment typically encountered by an individual while performing the essential duties of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential

duties.

1. Expected movements consistent with a school environment and occasionally lifting up to 50 pounds.
2. While performing the duties of this job, the employee is regularly required to stand, walk, and sit; must have fully functioning arms and hands and are required to talk and/or hear.
3. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.
4. While performing the duties of this job, the employee is exposed to a normal school environment.
5. Local travel may be required for training/meetings/events.

NOTE: The above-stated duties are intended to outline those functions typically performed by individuals assigned to this classification. This description of duties is not intended to be all-inclusive or to limit the discretionary authority of management to assign other tasks of a similar nature or level of responsibility. Revised 3/25, 6/24, 9/21, 4/15, 9/14 created 4/14/14