

## Fountain-Ft. Carson School District Eight Job Description

Job Title: **Occupational Therapist** Reports To: **Director of Exceptional Student Services**  
 Pay Schedule/Grade: **Certified** FLSA Status: **Exempt**  
 Prepared/Revised Date: **January 18, 2011** Work Year: **187 days**

**SUMMARY:** Responsible for screening, evaluating, implementing, and modifying therapeutic programs and interventions for students identified with or suspected of having disabilities/deficits that interfere with their ability to perform daily life activities. Disabilities/deficits may include, but are not limited to, oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function, postural tone, etc.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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. The frequency and percentage of time of duties may vary based on building assignment or department.*

Job Tasks Descriptions	Frequency
1. Develop and implement occupationally-based therapeutic intervention plans based on student needs and evaluation results.	D
2. Evaluate student's ability and formulate the student's occupational profile through a variety of functional, behavioral, formal and informal assessments, skilled observation, checklists, histories, and interviews.	D
3. Synthesize evaluation results into a comprehensive written report which reflects strengths and needs to student participation in the educational environment, directs program development, and guides evidence-based intervention.	D
4. Adapt and modify the environment, including assistive technology and training instructional staff, to meet individual needs and to help students function as independently as possible.	D
5. Document occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate.	D
6. Maintain clinical and administrative records in accordance with professional standards, state guidelines, and District policy.	D
7. Assign work to and guide the work of Certified Occupational Therapy Assistants (COTAs). Meet with COTAs to review cases, answer questions, address issues, and review the students' progress.	D
8. May be required to drive between District sites to meet the essential functions of the position.	D
9. Participate in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop Individualized Education Plans (IEPs) and intervention plans to achieve IEP goals.	W
10. Educate student, educational personnel, and family to facilitate skills in areas of occupation, health maintenance, and safety and to promote the understanding and progress of the student's physical performance.	W
11. Manages inventory of therapeutic equipment and assessments, and project needs for budget planning.	W
12. Participate in continuing education for professional development and to meet licensure requirements.	M
13. Perform other duties as assigned.	Ongoing

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Completed and graduated from an accredited Occupational Therapy Professional Program recognized by the National Board for Certification in Occupational Therapy (NBCOT) and have completed all fieldwork requirements.
- Two years of experience as an Occupational Therapist.
- Occupational Therapy experience in a school system or pediatric practice setting preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Current certification by the National Board for Certification of Occupational Therapy (NBCOT).
- Valid Colorado driver's license.
- Criminal background check required for hire.

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**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced oral and written communication.
- Advanced interpersonal skills.
- Advanced time management, problem solving, and analytical skills.
- Strong organizational and multi-tasking skills.
- Advanced knowledge of children with special needs.
- Advanced knowledge of occupational therapy practices and procedures.
- Ability to maintain confidentiality in all aspects of the job.
- Fluency in second language preferred.
- Knowledge and use of occupational therapy theories, models of practice, principles, and evidence-based practice to guide intervention decisions.
- Knowledge of the federal, state, local legislation, regulations, policies, and procedures that mandate and guide occupational therapy practice in schools.
- Ability to promote and follow Board of Education policies, Superintendent policies, building, and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with occupational therapy equipment and assistive technology.
- Operating knowledge of and experience with personal computers, peripherals, and office software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>
<b>Reports to:</b>	<b>Director of Exceptional Student Services</b>

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	Certified Occupational Therapist Assistant (COTA)	<b>1</b>

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems; and assisting Director with interviewing and hiring employees, appraising performance, and rewarding and disciplining employees.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit, stand, and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, instruct, synthesize, and use interpersonal skills. The employee is frequently required to copy and compile. The employee is occasionally required to coordinate, compute, and negotiate.