

Gahanna-Jefferson School District Position Description

Position Title:	Occupational Therapist
Reports To:	Director of Special Education
FLSA Status:	Exempt
Revision Date:	January 13, 2023

SUMMARY: Occupational Therapists provide direct services to students and/or consultation services to school staff that has daily interactions with students on how to address fine motor, visual motor and/or sensory processing deficits as they occur naturally within the school day.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Demonstrates sound judgement and emotional stability.
- Maintains a positive attitude and works well with others.
- Ensures the safety of students.
- Interacts with staff, students and the community in a positive and respectful manner.
- Conducts compliant and timely initial or re-evaluations as part of the multi-factored evaluation; conducts screenings when necessary.
- Is an active member on student intervention teams.
- Recommends and maintains supplies, equipment and materials related to student needs.
- Plans, implements and monitors occupational therapy for students with disabilities within the general education classroom, therapy setting, home and/or community-based setting.
- Monitors and ensures compliance with District policies and state and federal laws applicable to special education and students at-risk or participating in RTI.
- Completes required assessments and monitors and reports individual student's progress through observation and data collection.
- Seeks and maintains communication with parents.
- Participates in ETR, IEP and RTI meetings including transition meetings.
- Attends scheduled parent-teacher conferences.
- Prepares all required reports and maintains all appropriate records.
- Consults and collaboratively works with parents, school administrators, teachers, other therapists and intervention staff.
- Plans, organizes and conducts professional development opportunities related to area of expertise.
- Maintains knowledge of and researches best practices related to occupational therapy in the school setting.
- Attends trainings, conferences and workshops as assigned or appropriate to keep abreast of current practices.
- Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

- Supervises students.

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; Master's Degree preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid license issued by the Ohio Occupational Therapy Board.
- Valid Pupil Services License through the Ohio Department of Education.

LANGUAGE SKILLS:

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.

- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

MATHEMATICAL SKILLS:

- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

OTHER SKILLS and ABILITIES:

- Ability to apply knowledge of current research and theory to instructional program.
- Ability to plan and implement lessons based on division and school objectives, and the needs and abilities of students to whom assigned.
- Ability to establish and maintain effective working relationships with students, peers, parents and community.
- Ability to speak clear and concisely in written or oral communication.

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.

While performing the duties of this job, the employee is regularly required to climb or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

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 moderate. The employee is directly responsible for the safety, well-being and work output of students. Must be able to meet multiple demands from several people.

The employee shall remain free of any alcohol or non-prescribed controlled substance use in the workplace throughout his/her employment with the District. This prohibition includes being under the influence of improper substances and manifesting signs of recent use of improper substances.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

The Gahanna-Jefferson Public Schools Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, ancestry, military status, or disability.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I hereby agree that I am able to perform all of the essential functions of the job with or without accommodations. A copy was given to me for my records.

Signature

Date

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. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.