

## POSITION RESPONSIBILITY WRITE-UP

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<b>Position Title:</b>	Occupational Therapist	<b>Date:</b>	October 1998
<b>Department:</b>	Student Services	<b>Location:</b>	Districtwide
<b>Accountable To:</b>	Student Services Program Supervisor		

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### Primary Objectives of Position

Works as a member of the Physical/Other Impaired (P/OHI) team to design and implement occupational therapy programs for special education students. Primary focus is to provide service through the consultation model.

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### AREAS OF RESPONSIBILITY

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| As a member of the P/OHI team, reviews referrals to determine the appropriateness of the assessment by an occupational therapist.  | 1 |
| Completes formal and informal assessments and submits written assessment summaries according to due process indicating whether students meet entrance criteria for Occupational Therapy (OT) services.                 | 2 |
| Interprets assessment data to members of the Child Study team, the Individualized Education Plan (IEP) Planning team, and the student's family.  | 3 |
| With the IEP team, determines if students meet entrance criteria, and develops an Individual Education Plan relating educationally relevant OT objectives to educational goals.  | 4 |
| Instructs OT students through the consultation model, according to the philosophy of the P/OHI team using techniques and materials specifically designed to meet the needs of the students as prescribed by the IEP's. | 5 |
| Consults with educational staff including instruction techniques related to fine and gross motor skill development, activities of daily living, positioning and neuromuscular development.                             | 6 |
| Provides direct occupational therapy services to eligible students using techniques and materials as outlined in daily lesson plans to meet IEP goals.   | 7 |
| Provides and maintains a plan of frequent evaluation to determine a student's progress, as related to effectiveness, efficiency and the future direction of occupational therapy services.                             | 8 |
| Prepares periodic reports of evaluations as required by due process.   | 9 |

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Obtains occupational therapy related reports from other agencies and interprets the implications they have for group and individual instruction to the appropriate personnel.	10
Advises and, in other appropriate ways, works with parents of handicapped students.	11
Meets on a regular basis with members of the P/OHI team for staff development, problem solving, caseload consultation, discussion, pre-staffing meetings, and discussion of assessment needs.	12
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Provides regular on-going supervision to the Certified Occupational Therapist.	
Provides formal and informal inservice to students, staff and parents.	14
Carries out other duties as designated by the Special Education Supervisor.	15

#### KNOWLEDGE, SKILLS, AND ABILITIES

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