

***KENT SCHOOL DISTRICT
JOB DESCRIPTION***

OCCUPATIONAL THERAPIST

REPORTS TO: Director of Special Education

SUPERVISES: None

WORK PERIOD: 9 Month

UNIT CLASSIFICATION: KEA

PRIMARY PURPOSE:

The purpose of the position is to provide instruction to students in the district in need of special education and/or related services.

ESSENTIAL JOB DUTIES:

Advises, consults, and cooperates with the director of special education on all significant matters relating to the performance of his/her assigned function.

Collects for assessment past and current information relevant to the student's peripheral motor functioning, including but not limited to prescriptions from physicians, reports from teachers, counselors, parents, and nurses, and the results of developmental and motor functioning tests.

Summarizes assessment results in writing, including procedures and instruments used, results obtained, and apparent significance of findings as related to the student's instructional program.

Writes instructional goals based on the assessment to work towards the proposed goals.

Plans and implements an instructional program to assist the student to progress toward the accomplishment of established goals and objectives.

Evaluates the student's progress toward the accomplishment of objectives and records performance measurements both during process and final results; attempts to identify causal factors that account for significant difference between actual and predicted performance.

Develops regularly scheduled appointments for instructional program.

Consults with teachers and other key personnel in areas related to students receiving instruction.

Plans work and efforts systematically to insure the instructional program flows from goals to objectives; plans for certified occupational therapy assistants to implement instructional programs as appropriate.

Reports to parent(s) or legal guardian(s) the student's measured performance as compared to established objectives.

Keeps abreast of developments and improved techniques in the field and adopts those which will contribute to improvement of the student's performance.

Contributes to the coordination of overall education efforts by cooperating with other professional personnel throughout the district.

Participates as a member of the special education team involved in the student's total program.

Recommends to the director of special education suitable facilities, equipment, and materials to meet the needs of disabled students.

OTHER JOB DUTIES

Prepares a variety of reports as necessary.

Serves on a variety of committees and works on special projects as assigned.

Serves as member of the special education team of the school and district; performs related duties consistent with the scope and intent of the position as assigned.

WORKING RELATIONSHIPS:

Works with teachers, special education consultants, psychologists, and other special personnel to assure a proper balance of services to meet the needs of disabled pupils. Works with building principals and teachers in scheduling students for instructional program. Maintains a close cooperation with the home to insure a unified effort in the education of the student. Consults with other professional persons working with the student in relevant areas outside the school setting.

WORKING CONDITIONS:

The daily activities of the occupational therapist are performed in a school setting. There is a high level of interaction with students. The work requires moving, lifting, and storing of materials and equipment. Frequent interruptions occur, and visual and mental concentration on details and precision is required. The occupational therapist may be exposed to infectious diseases.

QUALIFICATIONS:

Knowledge, Skills, and Abilities

Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

Considerable knowledge of the principles, practices, methods, and techniques of occupational therapy.

Knowledge of the rules, regulations, and procedures governing special education.

Ability to provide occupational therapy to students.

Ability to produce accurate records and reports.

Ability to make independent decisions.

Ability to establish and maintain effective working relationships with students, parents, other employees, and others as needed.

Ability to communicate effectively.

Skill in computer operation and ability to learn and operate a variety of software programs.

Skill in organizing and coordinating work load.

Education and Experience

Bachelor's degree in occupational therapy or related field; or any equivalent combination of education, experience, and training that would provide the applicant with the desired knowledge, skills, and abilities required to perform the work and to meet certification requirements.

Licensing and Certification

Washington State educational staff associate certification.

Washington State licensure as an occupational therapist.

EVALUATION:

Evaluation responsibilities are assigned to the director of special education.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

EEO CATEGORY: Professional

FLSA STATUS: Exempt

LAST REVISION DATE: February 2000