



OCCUPATIONAL THERAPIST

Rev. June 2022

Job No.: L107

Reports to: Lead OT/PT

Dept./Campus: Special Programs & Services

FT FLSA Status: Exempt

Pay Grade: LP

Term: 187 Days

PRIMARY PURPOSE:

To plan and provide therapy as a related service which may be developmental, corrective, supportive or evaluative services, not instructional in nature, which may be required for a student to benefit from special education instruction and for implementation of a student's individualized educational plan.

MAJOR RESPONSIBILITIES AND DUTIES

- Consult/collaborate with professionals, paraprofessionals, parents, and students.
- Provide direct treatment and consultation to students based on individualized education programs.
- Document and maintain service-related records.
- May serve as OT student fieldwork supervisor for long- or short-term students.
- Interact constructively with a variety of professionals, age groups, cultures, families, and socio-economic groups.
- Demonstrate regular and prompt attendance to ensure a consistent focus on student learning.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise COTA's.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Bachelor's degree in occupational therapy or related field required.
- Current occupational therapy certification and/or state license as designated by law required.
- Experience in occupational therapy in a pediatrics and/or school setting desirable.

Knowledge/Skills/Abilities:

- Knowledge of computer systems and software applications.
- Skill in organization; analytical; and communication.
- Ability to prioritize and meet deadlines; and maintain accurate and auditable records.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to move about inside the classroom or campus to monitor students as necessary.
- Maintain emotional control under stress.
- Frequent standing, stooping, bending, pulling, and pushing.
- Frequent moving of small stacks of textbooks, media equipment, desks, and other classroom equipment.
- Occasional prolonged and irregular hours.
- Potential exposure to bodily fluids and communicable diseases.
- Ability to organize and prioritize own work schedule on short-term basis.

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- Ability to compose material such as detailed reports, work-related manuals, publications of limited scope or impact and to make presentations outside of the immediate work area.
- Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Ability to understand complex problems and to collaborate and explore alternative solutions.
- May be required to lift 50-80 pounds unassisted.
- May be required to lift 81-200 pounds assisted.
- Use standard office equipment including personal computer and peripherals.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- May work prolonged or irregular hours.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.