

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

Position Title:	Occupational Therapist
Category:	Certified; Bargaining Unit eligible; FLSA exempt.
Contract:	Initial one-year contract; contract days as determined by the Governing Board; other terms and conditions of employment as per the CBA and/or Board Policy.
Compensation:	Salary, insurance coverage, and fringe benefits as per the current Board adopted policies and schedules, with placement for granted education, experience, and responsibility.
Education/Degree:	Master's degree or higher in Occupational Therapy or related field. Alternatives may be approved by the Governing Board based on initial licensure.
Reports to:	Supervisor, Occupational Therapy and Physical Therapy
Supervises:	N/A
Job Goal:	In summary, this position is responsible to provide Occupational Therapy services including assessment, therapeutic interventions, and support services for students to access and participate in their school environment.
Qualifications:	<p>The following qualifications are considered as guidelines:</p> <ul style="list-style-type: none">• Current license to practice occupational therapy in accordance with the "Laws and Rules Regulating the Practice of Occupational Therapy" from the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board.• Current professional license from the Ohio Department of Education.• Exceptional organizational and communication skills.• Abilities to promote positive internal and external customer relations.• Proficient with computer/tablet technology for communication, documentation, teletherapy, and ETR/IEP development.• Proficiency with computer applications, including Microsoft Office, Google Workspace, and software/programs.• Other tasks as approved by the Governing Board.

PERFORMANCE RESPONSIBILITIES:

1. Assists school staff in the identification of students with physical, sensory, and/or perceptual deficits through use of standardized tests and customized measures and/or observations (areas to be assessed as indicated are: cognitive, visual-perceptual-motor skills, muscle strength, sensory, activities of daily living and need for orthotics and adaptive devices).
2. Recommends children for occupational therapy services and provides appropriate treatment as indicated. Treatment procedures shall include those designed to maintain or improve sensory-motor functioning, assist the child to achieve appropriate levels of independence in activities of daily living skills, and instruct the student in the use of adaptive equipment and devices.
3. Participates in the evaluation team and educational planning and placement committees while utilizing a team approach involving school personnel, families, physicians, and agencies.
4. Assists children with the transfer of newly acquired skills to the classroom, work, and home settings and supports classroom and family goals in the therapy program. Home visits may be utilized at the therapist's discretion.

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

5. Evaluate treatment effectiveness by observation, testing, communication with the teacher, family, and other sources.
6. Designs and constructs adaptive equipment, devices, and/or splints for the student and/or the classroom.
7. Provides appropriate teletherapy services for the evaluations and treatment of students in the remote learning environment.
8. Trains school personnel and/or family as appropriate in carrying out treatment procedures not requiring a formalized occupational therapy program.
9. Maintains all records and makes all reports as required by the Division of Special Education. Copies of such reports shall be filed with the supervisor of the appropriate program, the special education coordinators, and the teachers.
10. Provides in-service programs to school personnel and others when requested to assist in educating about a student's diagnosis and/or disability.
11. Participates in outside clinic or agency meetings/programs involved with occupational therapy services as appropriate, acting as a liaison to the Mahoning County Special Education Program.
12. Provides ongoing consultation to parents and the school staff regarding the child's progress in therapy.
13. Works in conjunction with physical therapy, speech therapy, and teachers to facilitate joint goals.
14. Develops positive work relationships with students, parents, educational and community personnel.
15. Participates in authorized special programs, (when appropriate), i.e., field or fitness days, field trips, wheelchair or adaptive equipment clinics, etc.
16. Assists in assessing and recommending equipment to improve seating/positioning in all school environments.
17. Provides consultation to staff regarding students' assistive technology needs in the classroom.
18. Maintains documentation of time performing duties of this position in SDE, Medicaid billing, therapy notes, and remote therapy logs as appropriate.
19. Any other duties assigned by the Superintendent.

REQUIRED ETHICAL AND PROFESSIONAL ATTRIBUTES AND BEHAVIORS:

1. Is regular and prompt in attendance.
2. Prepares an annual professional development plan that links professional growth with ESCEO and other assigned goals.
3. Participates in approved professional development activities to improve skills and grow professionally.
4. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
5. Provides quality service to both internal and external colleagues and customers.
6. Seeks opportunities to participate as a productive member of ESCEO, school district, and other committees and teams.
7. Generates internal and external support for ESCEO services.
8. Represents the ESCEO and its service schools with professionalism at all times.
9. Demonstrates at all times integrity and ethical behavior.
10. Responds quickly to directions for improvement from supervisors.
11. Maintains confidentiality in all job-related discussions and communications.

OTHER EXPECTATIONS AND DEMONSTRATED SKILLS AND ABILITIES:

1. Possesses a valid state-issued driver's license and/or government-issued ID.
2. Reads, analyzes, and interprets data and reports.
3. Writes reports, correspondence, and other appropriate communiques.

Educational Service Center of Eastern Ohio
Employee Position Description & Responsibilities

4. Presents information and responds to questions effectively and efficiently.
5. Prioritizes tasks, requirements, and expectations to perform to a standard of excellence in service

WORKING CONDITIONS:

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and moving work-related supplies/equipment, up to 50 pounds.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require working in proximity to moving mechanical parts.
6. Duties may require using a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to blood-borne pathogens and communicable diseases.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description complies with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals employed in this position as needed and assigned by the Administration. Administrators should communicate additions and changes in this job description in writing to the employee following approval by the Superintendent of the Educational Service Center of Eastern Ohio (ESCEO).

The Educational Service Center of Eastern Ohio is an Equal Opportunity Employer. The ESCEO does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.

I have read and understand the job requirements, responsibilities, and expectations outlined in the job description. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.

Signed, _____

Dated ____/____/____