

<b>FNSBSD JOB DESCRIPTION</b>	
Job Title: Occupational Therapist	
Supervisor: Assistant Director of Special Education	Classification: FEA
Days/Months: Minimum of 180 Days	

**Job Summary**

In the educational system, Occupational Therapists function as related service providers on an interdisciplinary team whose purpose is to provide an appropriate educational program for students with disabilities, including students from age three to twenty-one years of age with physical, mental, developmental, emotional, social, learning, and/or visual/hearing disabilities through their Individual Education Plans (IEP).

The Occupational Therapist evaluates students' strengths and needs, develops and implements therapy programs, provides consultative services to school team members, and manages occupational therapy programs in accordance with the philosophy, laws, rules, and regulations of their professions as well as that of the School District. The Occupational Therapist coordinates services with educational goals identified in students' IEPs.

**Essential Job Functions:**

Follows District guidelines to screen and/or evaluate students.

Uses standardized tests, customized measures, and/or clinical observation to evaluate students in areas of perceptual-motor skills, motor coordination, psycho-social development, self-care, muscle strength, range of motion, postural reflexes, and needs for adaptive devices & splints.

Provides direct services to District students utilizing treatment procedures including physical, sensory, manual, creative, and recreational or play activities.

Provides indirect services focused on participation in multi-disciplinary team meetings, planning and evaluating treatment programs, providing training to team members regarding effective methods to facilitate the student's optimal function and the use of adaptive equipment for the student and/or strategies for the classroom, and maintaining background, assessment, and treatment records in accordance with administrative policy and the Right to Privacy Law.

Monitors the education and supervision of other District staff members involved in the implementation of Occupational Therapy methods and techniques as stated on the student's IEP.

Acts as a consultant to students' IEP team members through the sharing of information and strategies to help remediate education-related problems through the use of Occupational Therapy principles and concepts.

Participates in the planning and promotion of specific school projects, such as screening programs, career days, etc., assisting as needed.

Attends staff development, professional seminars, staff meetings, workshops, and courses to upgrade or maintain professional skills.

Delivers professional development sessions to staff and attends parent meetings when appropriate.

**Non-Essential Job Functions**

Performs other job-related duties as assigned.

**Equipment Used**

Any normal equipment regularly used by the employee, that they should be reasonably expected to be capable of using with or without training.

**Independent Decisions**

Makes independent day-to-day program decisions following school district guidelines and policies. Adheres to strict confidentiality requirements for student records and personnel matters.

**Primary Working Contacts**

Works closely with the building administrators, department heads, parents, students, and other District personnel.

**Responsibility for Cash, Equipment, Safety**

Adheres to all District, state, and federal laws relating to school safety.

**Supervision Received and Exercised**

Supervision of certified Occupational Therapy assistants, students in clinical or preclinical training from approved schools, volunteers, and attendant personnel as required.; works under the direction and supervision of the Special Education department leadership.

**Unusual Working Conditions**

Workload may be stressful. Attendance at evening and weekend meetings may be required. May require travel between schools within the District.

**Evaluation**

Annual written evaluation.

**Physical and Mental Demands**

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, and finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in

an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

*The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.*

### **Job Qualifications**

The following are required:

1. Must possess or be eligible to obtain a State of Alaska Type C special services certificate with an applicable endorsement for Occupational Therapy.
2. Must possess an Alaska State license for the practice of Occupational Therapy.
3. Must hold and maintain a valid State of Alaska driver's license and the ability to receive and maintain access to military bases.

### **Additional Job Information**

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

**The Fairbanks North Star Borough School District is an Equal Opportunity Employer.**