

JOB DESCRIPTION
OCCUPATIONAL THERAPIST

Date: May 1, 2007

- QUALIFICATIONS:
1. Eligible for Wyoming Certification through PTSB with endorsement as Occupational Therapist
 2. Possess knowledge of physiological, psychological, emotional, and educational behavioral development of children
 3. Possess developmentally appropriate management skills which include discipline as well as record keeping and assessment abilities
 4. Possess technological and assessment abilities
 5. Possess problem solving, imagination, patience, reasoning, creativity, judgment, and analytical abilities
 6. Minimum of three years experience as an Occupational Therapist
 7. Such additions and/or alternatives to the above qualifications as the Board and administration may find appropriate and acceptable

REPORTS TO: Coordinator of Special Services

JOB GOAL: To enable students who have conditions that are mentally, physically, developmentally, or emotionally disabling to improve their ability to perform tasks in their daily living and working environments.

PERFORMANCE RESPONSIBILITIES:

1. Appreciates the worth and dignity of each individual and treats each one with respect and tolerance.
2. Assists teachers in identifying, implementing, and evaluating sound educational programs for their students.
3. Assists teachers, administrators, and students in identifying, implementing, and evaluating learning and occupational programs within the school setting.
4. Assess student's abilities to perform activities and design treatment programs.
5. Uses physical exercises to help students increase strength and dexterity.
6. Consults with administrators, teachers, parents, and other special services personnel in coordinating programs necessary for maintaining a student's progress in the educational setting.
7. Uses activities to help students improve visual acuity and the ability to discern patterns.
8. Uses technology to help students improve decision-making, abstract-reasoning, problem-solving, memory, sequencing, coordination, and perceptual skills as necessary.

9. Design, make or recommend special adaptive equipment needed at school and home.
10. Maintains up-to-date case records on all referred students.
11. Consults with outside agencies and other professionals concerning evaluation and/or treatment of individual students.
12. Administers, interprets, and reports data and information through formal and informal assessment of individuals and groups of students to appropriate personnel and agencies.
13. Provides schedules and caseloads of students served to building principals.
14. Participates in those child study team meetings where the presence of a school occupational therapist is desirable or essential.
15. Provides in-service training for teachers, parents, or other staff involved in the referred student's educational program.
16. Interprets the District's occupational services to educators and parents.
17. Consults with the Coordinator of Special Services in identifying effective educational programs, materials, and procedures which would complement the aims and goals of the School District.
18. Conducts appropriate research and keeps abreast of new developments in the field.
19. Maintains appropriate confidentiality when entrusted with personal information pertaining to students or staff members.
20. Knowledge of and being prepared to act in accordance to district and school emergency procedures.
21. Participates in in-service training programs as requested.
22. Follows district policies and procedures.
23. Performs such other duties as may be assigned by the Coordinator of Special Services.

TERMS OF EMPLOYMENT: Salary and length of contract according to current provisions for certified non-teaching staff members as established annually by the Board of Trustees. Eligible for benefits as outlined in the District's Administrative Regulations/Operational Procedures

EVALUATION: Performance of this job will be evaluated annually by the Coordinator of Special Services.