



Thompson School District  
Licensed Staff Job Description

Job Title: Occupational Therapist  
Revised Date: February 2023  
Work Year: 185 Days  
Department: Exceptional Student Services  
Reports to: Building Principal and Executive Director of Student Support Services

**SUMMARY:**

*The occupational therapist is responsible for assessment, planning, and goal development and for providing appropriate intervention services designed to enhance the student's potential for learning, to assist the skills needed to participate in and benefit from the educational environment, and to help the student function independently.*

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provides occupational therapy screening assessment to students being evaluated for special education or receiving special education services
- Provides intervention, including direct treatment, consultation and follow-up to students determined to be in need of education-based occupational therapy
- Plans and develops therapeutic intervention goals that are educationally relevant and will be used in student's educational programs
- Measures intervention outcomes through periodic monitoring and data collection
- Helps ensure the proper and safe use of equipment, making certain equipment is constructed properly and maintained in good working order
- Counsels students and their families and/or care givers and other service providers in areas related to occupational therapy screening, evaluation, and intervention
- Selects, prescribes, and provides services supporting effective use of assistive technology devices
- Instructs the educational staff concerning use of adaptive equipment, positioning programs and integration of therapy goals into classroom and academic activities to enhance function
- Participates as necessary in screenings to assist in the identification of children with physical handicaps
- Provides consultation with school personnel regarding best practices for the classroom; collaborate with school personnel to design, implement and coordinate individualized educational programs

**JOB QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**KNOWLEDGE, SKILLS, AND ABILITY:**

- Human relations skills
- Knowledgeable about Individual Educational Programs (IEP)
- Knowledgeable about community health care resources
- Knowledgeable about the proper use and maintenance of occupational therapy equipment
- Excellent written and verbal communication skills



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**SUPERVISION/TECHNICAL RESPONSIBILITY:**

Supervise the daily activities of students in employee's care.

**EDUCATION AND TRAINING:**

Must be certified by the National Certification Board of Occupational Therapists (NCBOT)

**EXPERIENCE:**

Experience working in a school setting preferred.

**CERTIFICATES, LICENSES, & REGISTRATIONS:**

Must hold a current Colorado Special Services Provider License through the Colorado Department of Education with an endorsement in Occupational Therapist.

**SAFETY TO SELF AND OTHERS:**

- In order to safely perform this position, you must familiarize yourself with the safety rules of your job and participate in all safety training provided by your department. You must wear personal protective equipment whenever required, ask for assistance if the task requires more than one person and, if you're unsure how to perform a task safely, stop and ask your supervisor for instruction before continuing.
- All employees of the District are responsible for maintaining a safe and healthy work place and insuring that safety precautions and practices are followed.
- We expect you to immediately report any unsafe working conditions or safety problems to your supervisor. Until corrective action is taken, be sure that the area or condition is restricted and that cautionary devices, i.e., cones, temporary fencing, floor signs, etc. are in place so that others are not affected or injured.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**EQUAL EMPLOYMENT OPPORTUNITY:**

Thompson School District shall not discriminate in its employment or hiring practices on the basis of race, ethnicity, religion, sex, sexual orientation, age marital status or disability. The Superintendent is committed to cultural diversity among district personal as a means of enriching educational experience. The District shall identify, solicit, and consider applicants for employment from a broad spectrum of qualified individuals who will contribute to that effort.

**NOTE: This job description is not intended to be an exhaustive list of all duties, responsibility, or qualifications associated with the job.**