



Job Description

CERTIFIED OCCUPATIONAL THERAPIST (OTR)

Purpose Statement

The job of the Certified Occupational Therapist was established for the purpose(s) of providing educationally related occupational therapy services to students suffering from a variety of cognitive, emotional and/or physical illnesses or disabilities according to the student's Individualized Education Plan and under the direction of the Director of Exceptional Needs.

Essential Functions

Adapts school and classroom environment, tools and materials for the purpose of improving student functioning and facilitating student access to curricular and instructional activities.

- Assesses students' fine motor and development skills (e.g. oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function postural tone, etc.) for the purpose of determining their deficits and developing recommendations for the Case Conference or 504 Committee to ensure student access and improvement of well-being.
- Attends meetings and workshops (e.g. IEPs, training, team meetings, conferences, meetings with outside agencies, etc.) for the purpose of conveying and/or receiving information, including best practices for school OT delivery.
- Consults with occupational therapists, physical therapists, speech and language pathologists, teachers, educational assistants, families, etc. for the purpose of providing requested information, reviewing/revising students' occupational therapy goals/objectives, developing plans for services and/or making recommendations to implement goals.
- Implements therapeutic activities and instructs students, teachers, parents and other involved persons for the purpose of providing appropriate care (e.g. positioning, adjusting special equipment, etc.) to students and/or supporting the student's IEP plan for use in the classroom.
- Maintains files and/or records (e.g. progress reports, activity logs, etc.) in cooperation with a collaborative team for the purpose of documenting activities and/or ensuring an up-to-date trail for compliance with various state, federal, and administrative regulations. This includes client/student notes within 7 days of treatment as required by the Indiana State Licensing Board.
- Maintains treatment equipment and supplies in clean and proper working condition for the purpose of implementing motor/therapy goals.

- Prepares written materials (e.g. activity logs, progress notes, reports, memos, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g. student performance data, clinical feedback, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides direct occupational therapy services to students according to IEP goals or 504 goals for the purpose of ensuring compliance with established practices and procedures.
- Provides services at multiple work sites for the purpose of providing therapy and assistance as required.
- Provides training, consultation, and instruction to teachers on the use of adaptive devices and equipment for the purpose of ensuring such devices are used safely and optimal benefits are achieved.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Transports a variety of items (e.g. puzzles, games, assistive devices, assessment tools, etc.) for the purpose of ensuring the availability of materials required for therapy sessions.
- Troubleshoots problems with assistive devices (e.g. computer technology, etc.) for the purpose of ensuring that equipment is in proper working order and/or providing alternative strategies.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in occupational therapy; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: student behavior management skills; adaptive equipment; and occupational therapy models, practices and theories.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using

standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups; maintaining confidentiality; working as part of a team; displaying tact and courtesy; being empathetic and nonjudgmental; and establishing and maintaining effective relationships, especially with students.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 55% walking, and 15% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Certificates & Licenses

- Certified by the National Board of Certification in Occupational Therapy
- Valid Driver's License & Evidence of Insurability

Terms

- It is understood that the employee is classified as a salaried employee for 183 days that will be worked consistent with the school calendar of the CSF school system for the school year.
- Benefits include:
 - Health Insurance
 - 7 sick days will be allowed over the 183 days
 - 3 personal business days will be allowed over the 183 days.