

**WARREN COUNTY EDUCATIONAL SERVICE CENTER**  
*An Equal Opportunity Employer*  
**OCCUPATIONAL THERAPIST**  
**Job Description**

Title: Occupational Therapist  
Reports to: Assistant Superintendent of Student Programming and Services  
FLSA Status: Exempt

Qualifications:

1. Valid Ohio Occupational Therapist License
2. Bachelor's Degree (or higher) in Occupational Therapy or related field from an accredited institution
3. Valid Ohio State Board Pupil Services Registration or Pupil Services License
4. Valid Ohio driver's license.
5. Access to own motor vehicle.
6. Effective verbal and written communication skills in English.
7. Ability to maneuver stairs unassisted.
8. Able to lift and maneuver 40 pounds of weight and carry materials to and from the worksite.
9. Pass criminal background check

General Duties:

To provide an occupational therapy assessment as part of the Evaluation Team Report (ETR), to assist in the development of the Individualized Education Program (IEP) and to effectively implement the services pertaining to occupational therapy as outlined in the IEP to support student access in the school environment.

Essential Functions:

1. Provide occupational therapy evaluation as a part of the ETR process.
2. Collaborate with IEP team members to develop the IEP.
3. Maintain complete student files for all students receiving services.
4. Deliver occupational therapy services to implement individualized, specially designed instruction to address the needs and goals outlined in the IEP.
5. Work cooperatively with local district administrators, administrators of assigned schools, teachers, parents, and other support team members.
5. Direct and supervise the activities of Occupational Therapy Assistants.
6. Train and instruct the parents/guardians and school staff on techniques and equipment use.
8. Comply with local, state and federal regulations regarding due process, confidentiality, and other pertinent procedures.
9. Maintain an efficient and effective itinerant schedule across multiple school sites.
10. Submit all administrative reports and forms by the deadlines stipulated.
11. Demonstrate best practice and actively participate in professional growth and development opportunities.

12. Recommend and provide guidance on adaptive equipment and assistive technology to support student participation in the school setting, as appropriate.
13. Serve as a consultant to parents/guardians and school staff regarding student needs and interventions.
14. Attend IEP meetings, conferences, and other relevant meetings as directed.
15. Exhibit proper and safe techniques for student transfers and lifting when necessary.
16. Maintain required certificate(s) and/or license(s).
17. Demonstrate regular and predictable attendance.
18. Attend appropriate workshops and professional meetings.
19. Perform all duties in conformity with the adopted Warren County ESC Board Policy and procedures.
20. Display professional appearance.
21. Perform in a professional manner.

Other Duties and Responsibilities:

1. Serve as a role model for students and colleagues by demonstrating professional conduct and behavior.
2. Help instill in students and staff the belief in and practice of ethical principles and democratic values.
3. Shall perform such other duties as the Governing Board may assign/determine.
4. The employee shall remain free of any alcohol or nonprescribed controlled substance abuse in the workplace throughout his/her employment in the County/District.
5. Observes Risk Reduction Safety Rules and Regulations of the Warren County ESC and School Districts, State, Federal OSHA laws and will be evaluated to the extent of compliance and implementation as an employee of such rules and regulations for safety in the workplace while visiting such sites in line of work duties.

Additional Working Conditions:

1. Possible exposure to blood, bodily fluids, and tissue.
2. Possible operation of a vehicle under inclement weather conditions.
3. Possible interaction with students who may display challenging behaviors.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have been informed that the most current copy of the Warren County Educational Service Center Policy Manual is available for my review in the office of the Superintendent.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*