

Job Title: Occupational Therapist
Department: Special Education
Reports To: Director of Special Education
FLSA Status: Exempt
Salary Schedule: EP lane 05



SUMMARY

The Occupational Therapist is a related service provider who evaluates or provides services to students who have or are suspected of having a disability as defined under IDEA or Section 504. The occupational therapist is responsible for assessment/evaluation, planning, goal development, documentation, and intervention designed to increase student's ability to benefit from special education and participate in the general curriculum.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Evaluates student and or/ reviews student's medical records, physical condition, assessment and evaluation data to determine the need for occupational therapy as a related service or, for preschool students, primary service, or 504 accommodation plans.

Develops program of motor intervention to address specific deficits or to make accommodations, as related to special education services or 504 plans.

Participates as a member of the IEP/504 team for students to develop appropriate annual goals, short-term objectives or benchmarks and measures of progress for each goal.

Provides consultation, training and monitoring for school staff in delivery of occupational therapy services as indicated on the student's IEP or 504 plans.

Provides written and verbal communication to members of the IEP or 504 team for issues related to occupational therapy for individual students as needed.

Recommends and provides environmental or equipment adaptations and trains staff and students in assistive technology appropriate to meet student IEP goals or 594 accommodation plans.

Establishes and maintains necessary records.

Assists in procuring and maintaining devices and equipment identified by IEP or 504 teams.

Travels to meet job requirements.

SUPERVISORY RESPONSIBILITIES

This position assists in the supervision of the District Motor Assistants.

KNOWLEDGE, SKILLS, ABILITIES, AND 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. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree from a four-year college or university in Occupational Therapy and initial board certification from the National Board for Certification in Occupational Therapy (NBCOT).

CERTIFICATES, LICENSES, REGISTRATIONS

This position requires an Active Utah Occupational Therapist License.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must be able to lift 55 lbs, spend long periods of time on floor (kneeling or sitting), and move about to various parts of school buildings. Ability to assist in the personal management needs of individuals with disabilities (e.g., feeding, dressing, toileting, grooming, lifting, positioning, etc). Ability to escort and assist children as necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Director of Special Education		Date: 2/11/2015	
Approved By: Executive Director, Human Resources		Date: 2/18/2015	
☐ Review	☒ Revised	By: HR Position Management Specialist	Date: 8/10/2015
☐ Review	☒ Revised	By: HR Position Management Specialist	Date: 2/5/2016
☐ Review	☐ Revised	By:	Date:
☐ Review	☐ Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	