

Occupational Therapist

Reports to: Supervisor of Special Education

FLSA Status: Exempt

SUMMARY:

Performs professional services to students in assessment, planning, and goal development; and provides appropriate intervention services designed to enhance student potential for learning. Assists students in acquiring those performance skills needed to participate in and benefit from the educational environment, and to function independently.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Carries out assessment and evaluation procedures;
- Tests, evaluates, and analyzes medical data to determine intervention goals that are educationally relevant and will be used in the students' educational programs;
- Improves skills such as:
 - ◆ Decision making
 - ◆ Reasoning
 - ◆ Problem solving
 - ◆ Sequencing
 - ◆ Coordination
 - ◆ Perceptual
 - ◆ Memory
- Establishes a system of documentation that is professional, efficient, and accountable and that conforms to state and school division policy;
- Develops treatment plans;
- Completes and maintains necessary records;
- Obtains physician's orders for assessments;
- Evaluates patient progress;
- Selects activities that will help students learn life- management skills within their mental and physical capabilities;
- Assists in the development of IEPs;
- Maintains and is accountable for inventory of equipment and supplies;
- Communicates results of evaluations and reports occupational therapy services to the educational staff, parents, students, and, when appropriate, other professionals and agencies concerned with the students;
- Attends staffing and other school meetings when appropriate;
- Facilitates in-service education and professional development for staff;

JOB DESCRIPTION
Scott County Schools

- Monitors the occupational therapy program goals by collaborating with other professionals and teaching assistants who are involved with the implementation of the intervention procedures;
- Provides consultation to the educational system regarding student needs, professional needs, and system needs in order for the system to achieve its goals and objectives;
- Provides reassessments of students focusing on areas of need at intervals determined to be educationally relevant;
- Communicates the needs of occupational therapy programs to the appropriate supervising school administrator;
- Maintains documentation for Medicaid billing;
- Consults with OTA to review progress of students;
- Assist students to perform various educational tasks:
 - ◆ Holding a pencil or utensil
 - ◆ Writing
 - ◆ Using a computer
 - ◆ Dressing
 - ◆ Eating
 - ◆ Exercising
- Prepare IEPs, schedule and coordinate services and staff;
- Review IEPs, evaluation, assessment and progress reports;
- Takes responsibility for and participates in a meaningful and continuous process of professional development that results in the enhancement of student learning;
- Complies with and supports school and division regulations and policies;
- Models non-discriminatory practices in all activities;
- Assist with modification of school tasks to accommodate the needs of students;
- Performs other duties as assigned by administration.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of principles, practices and procedures of specialty area; thorough knowledge of the principles and methodology of providing effective therapy for special needs students; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with other staff, students and parents.

EDUCATION AND/OR EXPERIENCE:

Graduation from a baccalaureate educational program accredited by the American Medical Association and the American Occupational Therapy Association. Certified in the State of Virginia.

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 stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.