



TITLE: Occupational Therapist

QUALIFICATIONS:

1. Certification: Ohio Pupil Services License/Occupational Therapist Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board
2. Education: Minimum of Master's Degree
3. Experience: Minimum of the supervised internship

RESPONSIBLE TO: Superintendent, or designee

FUNCTION: The Occupational Therapist's job is to help reduce or eliminate fine motor coordination delays and sensory integration delays that interfere with the individual student's ability to derive full benefit from the district's educational program.

RESPONSIBILITIES:

1. Assist and guide teachers in a multi-tiered level of support for students who may have a fine motor or sensory integration delay within the general education setting.
2. Assist and guide teachers in observing, describing, and referring suspected and identified needs for occupational therapy.
3. Identify children with suspected delays in fine motor and sensory processing.
4. Provide a thorough assessment and diagnosis for occupational therapy needs.
5. Participate in staffing, evaluation team meetings, and IEP meetings when relevant to the child.
6. Provide appropriate individualized programs of therapy to meet individual needs for occupational therapy.
7. Assist in proper referrals of individuals to agencies and specialists in the community as appropriate.
8. Collaborate with classroom teachers and other school staff members in the implementation of therapy strategies through researched based activities and accommodations in the student's daily activities.
9. Provide information, support, and counseling to parents and families regarding occupational therapy.
10. Maintain lists of referred, screened, assessed, and placed students.
11. Keep thorough ongoing records and individual educational plans for those students receiving therapy.
12. Submit billing and therapy documentation on a monthly basis.
13. Serve as a resource to school staff members in the development of a balanced program to improve fine motor skills.
14. Provide professional development and serve as a consultant to teachers and school staff members on topics concerning occupational therapy.
15. Possesses excellent interpersonal skills
16. Possesses a basic understanding of educational curriculum and instructional methods
17. Strive to maintain and improve professional competence.
18. Attend staff meetings and serve on staff committees as required.
19. Such other duties will be assigned by the OVESC Superintendent.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Attend training sessions as determined by state, and district policies and procedures
2. Attend professional development meetings and in-services as required
3. At the request of the supervisor, attend parent conferences, home visits, or team meetings with school staff

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing
3. Effective, active listening skills
4. Organizational and problem solving skills
5. Knowledge of public school policies and practices
6. Basic computer skills
7. Ability to operate various office equipment
8. Commitment to education

ADDITIONAL WORKING CONDITIONS:

1. Occasional interaction with unruly children
2. Occasional exposure to blood, bodily fluids and tissue
3. Occasional requirement to travel
4. Occasional repetitive hand motion, e.g., computer keyboard, typing, calculator, writing

TERMS OF EMPLOYMENT: To be determined by the Ohio Valley ESC Superintendent and Board

EVALUATION: Performance will be evaluated with provisions of the OVESC's policy.

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 reviewed the most current copy of the Ohio Valley Educational Service Center Policy Manual.

EMPLOYEE SIGNATURE _____ DATE: _____

