

**Occupational Therapist**  
**New Hanover County Schools**

**Job Description**

**Class: Classified**  
**Dept: Special Education**

**TITLE: Occupational Therapist**

- QUALIFICATIONS:**
1. Graduation from a four year accredited program of occupational therapy.
  2. Licensed as an occupational therapist by the North Carolina Board of Occupational Therapy.
  3. Two years of experience preferred.
  4. Valid North Carolina driver's license.

**REPORTS TO:** Director of Special Education and Related Services

**JOB GOAL:** To develop, implement and coordinate an occupational therapy program within New Hanover County Schools; provide screening, evaluation and intervention services for students.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations, including IDEA.
2. Assess students using appropriate evaluation tools including standardized tests, clinical observations, and review of medical and educational reports to determine need for therapy intervention.
3. Participate in developing the individual education plans for each eligible student in collaboration with the classroom teacher, parent, LEA representative and other pertinent professionals.
4. Develop and implement individual therapy; use appropriate diagnostic tools and therapy techniques.
5. Team with support specialists, teachers, and other school personnel in the delivery of services; plan, conduct, and assist in staff development activities.
6. Participate in continuing education and professional growth activities.

- 7.. Adapt, fabricate and maintain specialized equipment required for therapy services or student needs. Investigate and recommend types of equipment available to meet student needs, funding sources, and vendor options, including insurance forms and letters of justification.
8. Organize the school program, cooperate with others to accomplish its goals, coordinate program services with other student services and maintain records in accordance with established rules, regulations and ethical standards.
9. Maintain Medicaid billing profiles and therapy notes on all Medicaid eligible students using the designated billing service for the district.
10. Provide consultation to parents, teachers and other appropriate school personnel; seek the assistance of teachers, parents and others to meet the needs of students.
11. Advise staff regarding lifting and carrying techniques, architectural barriers and adapted equipment; oral motor techniques and precautions; medical precautions; and feeding issues.
12. Perform related duties and responsibilities as requested by the Director and/or principal.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Ten/Twelve month work year/FLSA Exempt

**Starting Salary and/or Grade:** Grade 78

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of the theory, principles and methods of occupational therapy and their proper application in the educational environment.
- Ability to screen, evaluate and provide required occupational therapy services.
- Proficiency in providing a wide range of treatment activities.
- Considerable knowledge of equipment and assistive technology for use in therapy.
- Considerable knowledge of feeding issues, oral motor functioning, adaptive equipment and specific feeding techniques.
- Ability to make decisions that may have medical, orthopedic or neurological implications.
- Ability to establish and maintain effective working relationships as necessitated by work.
- Ability to lift up to 40 pounds.