

**St. Tammany Parish School Board**

**Division: Students with Exceptionalities**

**Department of Personnel  
JOB DESCRIPTION**

**Department**

**Title: Occupational Therapist (FLSA: Exempt)**

**Performance Responsibilities**

**Design and Evaluation – Assumes responsibility for the design and evaluation of the Occupational Therapy Program.**

- Initiates the development and implementation of comprehensive goals and objectives which guide and improve occupational therapy.
- Screens, evaluates, and assesses handicapped students and documents results according to Bulletin 1508.
- Initiates continuing review and improvement of the program in order to make changes which meet the needs of students.
- Utilizes pre and post-testing to diagnose the extent of instructional success and learner mastery.
- Participates as a member of the pupil appraisal team including participation in IEP development.

**Leadership – Assumes leadership in directing learning activities of students requiring occupational therapy.**

- Develops mastery in the field of occupational therapy and related teaching strategies.
- Designs instructional activities geared to variances in student needs and rate of learning.
- Coordinates occupational therapy activities with regular classroom activities to insure maximum progress for each student.
- Provides occupational therapy when indicated on a student's Individualized Educational Program.
- Develops personal goals and objectives for effective leadership.

**Management – Initiates practices designed to maintain an effective learning environment.**

- Manages administrative responsibilities designed to insure an effective teaching/learning environment for occupational therapy students.
- Maintains appropriate records following federal, state, and local school system regulations, policies, and procedures.
- Selects, maintains, and/or constructs necessary equipment.

**Student Services – Initiates practices designed to promote the success and well-being of students.**

- Obtains and uses information about the needs and progress of students so that special adaptations can be made for each student who requires occupational therapy.
- Exhibits sensitivity, empathy and understanding when dealing with students.
- Supervises other personnel carrying out delegated activities recommended by the occupational therapist for a specific child's educational program.

**School/Community Relations – Initiates practices designed to provide effective school-community relations.**

- Works cooperatively with parents, administrators, and staff in order to help students progress physically.
- Engages in professional self-improvement.
- Demonstrates the highest ethical standards characterized by the teaching profession when dealing with colleagues, students, parents, and medical personnel.
- Works to establish maximum support and understanding of public education.
- Communicates with parents and classroom teachers to insure maximum benefits for students.

**Professional Development – Plans for professional self-development.**

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

**Minimum Qualifications:** United States citizen or authorized alien; requirements as outlined in Bulletin 746, the Louisiana Standards of State Certification of School Personnel; physical and mental stamina, and ability to perform job functions, tasks, and duties.

**Terms of Employment:** Nine months and additional contracted time as needed.

**Reports to:** Director of Students with Exceptionalities or designee

**Supervises:** None

**Signature of Evaluatee:** \_\_\_\_\_

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the Position.

**Printed Name of Evaluatee:** \_\_\_\_\_

**Evaluatee's Governmental Identification Number:** \_\_\_\_\_

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

**Signature of Evaluator:** \_\_\_\_\_

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the Position and has so indicated to the evaluator.

Original - Human Resources Department

Copy - Supervisor

Copy - Employee

(Rev. 4/2021)