



## LICENSED OCCUPATIONAL THERAPIST STANDARD POSITION DESCRIPTION

**Position Title: Licensed Occupational Therapist**

**Location: Assigned School(s)**

**Reports to: Director of Special Education**

**Bargaining Unit: NCEA**

**This is a standard position description to be used for licensed positions with similar duties, responsibilities, classification and compensation. Teachers assigned to the position description may or may not be assigned all of the duties identified herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

### **Part I: Position Summary:**

The Occupational Therapist (OT) evaluates student's individual needs and assists in determining the relationship of the student's development to their current level of academic and personal social performance. The OT consults with the special education teacher and other education staff to develop Individualized Education Plans. The therapist designs and implements direct or consultative therapy services for students in the school district program. The OT is responsible for supervision of assigned Certified Occupational Therapy Assistant(s).

Primary responsibility shall include student safety and appropriate collaboration and attention to each student's readiness to learn including needed guidance, discipline, and welfare. Employee may work in a variety of elementary and/or secondary educational, individual or team settings. Employee may rotate among multiple schools.

### **Part II: Major Duties and Responsibilities:**

1. Assesses and evaluates students fine motor, self care, perceptual motor and sensory motor development in relation to academic and behavioral needs using screening tools, clinical observation and standardized test instruments. Completes initial evaluations and three year reevaluations for special education to determine the need for occupational therapy as a related service in compliance with state and federal regulations.
2. Elicits input from education staff, parents, or other community service providers in the design of the occupational therapy program.
3. Identifies students' individual needs and treatment goals through participation in the development of Individual Education Plans (IEP).
4. Develops appropriate treatment plans to make progress toward achieving the student goals and



objectives identified in the IEP.

5. Provides individualized or small group direct occupational therapy to students whose IEPs contain OT services.
6. Delegates occupational therapy activities to Certified Occupational Therapy Assistant(s) and other education staff to implement.
7. Provides training, regular observation and feedback regarding the delivery of the OT activities.
8. Consults regularly with education staff regarding implementation of delegated occupational therapy programs.
9. Consults regularly with district specialists including Physical Education, Autism Specialists, Feeding Team and Physical Therapists, as requested, regarding implementation of programs.
10. Maintains a clean and safe therapy environment including managing students' behavior, physical arrangement and cleaning of the work space and material.
11. Develops systems to record, monitor and interpret student progress.
12. Maintains accurate and complete records as required by law, school policy and Oregon administrative regulations.
13. Supervises the Certified Occupational Therapy Assistant(s) following the state regulations for delegation of duties and frequency of supervision.
14. Identifies individual student's adaptive equipment needs, designs and constructs or delegates to the COTA, as appropriate.
15. Works cooperatively with the school to obtain materials and equipment necessary to implement therapy in the educational setting.
16. Locates additional resources to obtain specialized equipment, and assistive technology.
17. Develops and utilizes scheduling and time management techniques to implement therapy in a number of different classrooms and school settings during the day and week.
18. Records service delivery information for the district to bill Medicaid if requested.
19. Works cooperatively with staff in the assigned schools to arrange for space to provide OT services.

**Part III: Minimum Qualifications:**

1. Current **State of Oregon Occupational Therapy Board License** to practice as an Occupational Therapist.



2. Recent successful experience or training in pediatrics and students with disabilities.
3. Demonstrated ability to compose and produce concise professional documents.
4. Ability to supervise one or more COTA(s).
5. Skill at working with other related services staff and teachers as resources for planning and delivery of therapy.
6. Working knowledge of Individuals with Disabilities Education Act regulations and procedures.
7. Familiarity with adaptive equipment, splinting, and the technology utilized with students with disabilities.
8. Ability to develop and utilize complex scheduling and time management techniques in the daily operation of the instructional program.
9. Ability to acquire and maintain a valid first aid and CPR card.
10. Written and oral communication skills sufficient to perform essential functions.
11. Physical and mental attributes sufficient to perform essential functions.
12. Ability to acquire and maintain a behavioral intervention certification, such as OIS, CPI or Mandt.

**Part IV: Additional Functions**

1. Follows and supports school policies and procedures.
2. Performs other duties as may be assigned.
3. Works cooperatively with clients, co-workers, and supervisors.
4. Maintains professional and technical knowledge by participating in professional development activities.