

# LYON COUNTY SCHOOL DISTRICT

## Occupational Therapist

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**Job Group:** Licensed Personnel Services

**Classification:** Licensed

**Terms of Employment:** 9 Months (185/189)

**FLSA STATUS:** EXEMPT

This is a salaried position assigned to the Licensed Employee Salary Schedule.

**POSITION SUMMARY:** The occupational therapist will implement school board and special education policies and procedures in accordance with the Individuals with Disabilities Education Act (IDEA) and the Nevada Administrative Code (NAC) for students with disabilities under the direction of the administration assigned to the Student Support Services Division. The occupational therapist will provide occupational therapy services to students with disabilities as outlined in the Individual Education Plan (IEP), as enrolled in a LCSD special education program or as referred for assessment. The focus of therapy is not rehabilitative in nature, but viewed as needed educational support for students. This person will be expected to adhere to the LCSD Professional Standards for Licensed Employees as outlined in policy and the CBA and report directly to the school site administrator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Conduct assessments of students with disabilities to determine the need for educationally related occupational therapy services.
2. Analyze and review occupational therapy assessment reports presented to the IEP team for consideration of services.
3. Provide recommendations to IEP teams regarding the frequency and delivery for educationally related occupational therapy services, referral procedures, and protocols.
4. Plan, schedule, implement, and evaluate appropriate educationally related occupational therapy programs.
5. Monitor student progress and develop an appropriate treatment plan to meet individual needs of students.
6. Collaborate on the development of present levels, goals, and benchmarks in IEP team meetings.
7. Evaluate need for and provide training to staff and parents/guardians, as appropriate, for use of adaptive equipment to meet educationally related occupational therapy needs.
8. Develop a climate that promotes positive learning conditions.
9. Attend IEP meetings as appropriate.
10. Maintain accurate records and provide annual progress reports as needed.
11. Work professionally with administrators, staff, parents/guardians, and community.
12. Maintain a safe and orderly therapy area.
13. Consult with outside agencies/therapists regarding therapy reports (parents/guardians permission).
14. Participate in other job-related duties and activities related to the position as assigned.

### **POSITION EXPECTATIONS:**

1. Demonstrate knowledge, skill, and ability to provide instruction in a student's living situation (home, school, and/or community) that may affect the student's adjustment and ability to make appropriate use of the educational experience.
2. Work cooperatively with students, parents/guardians, peers, administration, and community members.

3. Guide the learning process toward achievement of established IEP goals.
4. Participate as an active member with other faculty and staff.
5. Develop a climate that promotes positive learning conditions.
6. Communicate with parents/guardians regarding plans for educationally related occupational therapy services.
7. Communicate effectively both written and orally.
8. Maintain and improve professional competence.
9. Perform other job-related duties as assigned.

**POSITION REQUIREMENTS:** Education and Training:

At minimum have an entry-level Bachelor's, or Master's or Doctoral Degree in occupational therapy from an Accredited Occupational Therapy Educational Program.

**Licenses and Certifications:**

1. Valid State of Nevada Board of Occupational Therapy license
2. Licensed from the National Board of Certification in Occupational Therapy.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

**Hazards:** Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<b>ESSENTIAL FUNCTION</b>	<b>LESS THAN 25% OF TIME</b>	<b>25% TO 49% OF TIME</b>	<b>50% TO 74% OF TIME</b>	<b>75% TO 100% OF TIME</b>
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data		X		
Computer Monitor/ CRT		X		
Driving a Vehicle				
Working Alone				
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				

Audio Alarms			
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**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

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Employee Name (Signature/Print)

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Name (Signature/Print)

\_\_\_\_\_

Date