

**ST. MARY PARISH PUBLIC SCHOOLS  
OCCUPATIONAL THERAPIST JOB DESCRIPTION**

**POSITION:** Occupational Therapist

**REPORTS TO:** Director of Federal Programs and Principal

**TERMS OF EMPLOYMENT:** 182 Day Employment

**SALARY RANGE:** Salary in accordance with the approved St. Mary Parish Salary Schedule.

**CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA):** Exempt

**EDUCATION AND CERTIFICATION:** The Occupational Therapist must hold a bachelor's degree in Occupational Therapy and be licensed or eligible for licensure in Louisiana.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the St. Mary Parish Board policy GBI-Evaluation

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain appropriate records following federal, state and local school system regulations, policies, and procedures.
2. Screen, evaluate, and assess students and document results according to established procedures.
3. Provide occupational therapy when indicated on a student's individualized educational program.
4. Provide consultant services and in-service to teachers, families, other professional personnel, and community agencies.
5. Participate as a member on the multidisciplinary team, including participation in IEP development.
6. Act as a resource person to other educational specialists in regard to gross and fine motor programs and adaptations for special services students.
7. Interpret medical information to school personnel.
8. Select, maintain, and/or construct, necessary equipment.
9. Supervisor occupational therapy students on clinical education assignments.
10. Maintain and update policies and procedures involving occupational therapy services.
11. Provide occupational therapy which relates to the to the development and enhancement of vocational skills for special services students.
12. Participate in continuing education relevant to occupational therapy in schools.
13. Maintain communications with appropriate medical personnel.
14. Perform appropriate management and administrative services.
15. Practice within the Standards of Practice and Code of Ethics of the Louisiana State Board of Medical Examiner.
16. Perform other such duties and assume such other responsibilities as assigned by the Director of Federal Programs and/or Superintendent.

**QUALIFICATIONS:** The Occupational Therapist must be able to perform each essential duty satisfactorily. The requirements described herein are representative of the knowledge, skill, and/or ability essential to job performance. While performing duties, the Occupational Therapist is frequently required to stand, walk, speak, hear, and sometimes sit. Occasionally, the Occupational Therapist will bend or twist at the neck more than the average person. The Occupational Therapist may occasionally push or lift up to 50 lbs., such as boxes of materials, etc. The Occupational Therapist may be exposed to a work environment noise level, which is moderate to loud. The Occupational Therapist must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The Occupational Therapist must possess basic language and communication skills to read, write, discuss, and present information to others in a clear, concise manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and not considered an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position. Additional duties may be assigned by the principal, principal's designee, and/or supervisor.

**This job description is a summary of the primary duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. The St. Mary Parish School Board reserves the right to change this description at its discretion.**

**The signature and date indicate the undersigned has received access to an electronic or hard copy version of the job description and the St. Mary Parish Personnel Evaluation Plan and understands the duties and responsibilities required.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_