

**JOB TITLE:** CERTIFIED OCCUPATIONAL THERAPIST

**QUALIFICATIONS:**

1. Prefer minimum of Bachelor of Science or education necessary to obtain Occupational Therapist certification
2. Appropriate Occupational Therapist Certification
3. Pass a background check
4. Knowledge of the Special Education Process and laws

**REPORTS TO:** Director of Special Services

**JOB GOAL:** To plan, implement and evaluate occupational therapy and sensory motor integration therapy in accordance with Individualized Education Plan (IEP) goals and objectives and in accordance with district policies and procedures.

**PERFORMANCE RESPONSIBILITIES:**

1. Meet standards in knowledge and competence of occupational therapy.
2. Meet standards in knowledge and competence in the areas of program implementation through appropriate services delivery options including but not limited to: consultation, direct intervention and collaboration.
3. Tests and evaluates students for therapy and support needs.
4. Monitors, observes and evaluates student's progress, design treatment plans and recommend programs suited to individual's potential and rehabilitative needs.
5. Coordinate occupational therapy with other therapeutic activities according to student's needs, capabilities, interests, and treatment goals and objectives.
6. Prepare and maintain a variety of records and files indicating student progress, care plans and related statistical data.
7. Provide instruction, guidance and technical assistance in occupational therapy methods and techniques to professionals.
8. Schedules and conducts occupational therapy for the students who require services.
9. Plans and carries out the IEP as part of the multidisciplinary team.
10. Consults with students, parents, and professionals concerning progress in occupational therapy services.
11. Keeps records, writes reports and carries on clinical correspondence concerning the student's occupational therapy.
12. Attend eligibility reviews and IEP meetings, as needed or requested by members of the IEP team.
13. Completes IEP paperwork for students.
14. Provides information concerning the nature, purpose and outcome of occupational therapy services to students, parents and professionals.
15. Maintains confidentiality and non-judgmental views of children and families served.
16. Attends all meetings assigned by Director of Special Services and Building Principal.
17. Assumes other responsibilities assigned by the superintendent.

**TERMS OF EMPLOYMENT:** Contracted Services as needed for IEP requirements

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluations of Support Staff.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Certified Occupational Therapist)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of Special Services)