

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

POSITION: Occupational Therapist

REPORTS TO: Principal, Coordinator of Special and Related Services, Director of Special Education or designee

TERMS OF EMPLOYMENT: 9-Month (182 days)

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

OBJECT/FUNCTION: 113/2161

CLASSIFICATION UNDER FAIR LABOR STANDARDS ACTS (FLSA): Exempt

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

METHOD OF 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. Supervise 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 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 Examiners.
16. This position is an approved position for telework when there is work available to perform in the event of an unexpected office closure.
17. As an exempt employee, job responsibilities may require work beyond normal working hours with no additional compensation.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
8. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the supervisor.
9. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
10. Remain open to suggestions and innovative ideas; receive and apply feedback.
11. Demonstrate competence in areas of responsibility.
12. Exert every effort to constructively involve stakeholders in all professional settings.
13. Communicate appropriately and work effectively with all populations.
14. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact,

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positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.

15. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
16. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

PHYSICAL DEMANDS: The employee 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 employee is frequently required to stand, walk, speak, hear, and sometimes sit. Occasionally, the employee will bend or twist at the neck more than the average person. The employee may occasionally push or lift up to 50 lbs., such as boxes of materials, etc. The employee may be exposed to a work environment noise level, which is moderate to loud. The employee must have sufficient visual acuity to be able to work with computer monitor, print texts, and handwritten documents. The 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.).

This job description is designed to provide a general overview of the requirements of the job and is not designed to cover or contain a comprehensive listing of all functions, duties, or responsibilities that are required of this position. Functions, duties, or responsibilities may change, or new ones may be assigned at any time with or without notice. The St. Mary Parish School Board reserves the right to revise the job description at any time.

I, _____, have read and received a copy of this job description and understand that a copy of this signed job description will become part of my personnel file. I fully understand the requirements, duties, and responsibilities of the position. I can perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of the district and, if so, I will be required to perform such duties and responsibilities. If I have any questions about job duties, I should discuss them with my immediate supervisor or a member of the Human Resources Department.

SIGNATURE: _____ DATE: _____