

**TRUSSVILLE CITY SCHOOL SYSTEM
JOB DESCRIPTION**

POSITION TITLE: Occupational Therapist

QUALIFICATIONS: Bachelor's degree or higher
Licensure by State of Alabama to practice
profession of Occupational Therapy

JOB GOAL: Provide appropriate educationally related therapy
program to disabled students

REPORTS TO: Director of Student Services

EVALUATION: Trussville Board of Education Personnel valuation Plan

PERFORMANCE RESPONSIBILITIES:

1. Provide a thorough evaluation of physical/motor handicaps and needs of students.
2. Prepare and implement therapy program to achieve educational goals and objectives as outlined in Individual Education Plan (IEP).
3. Train other school personnel to assist in implementation and monitoring of therapy program activities.
4. Maintain current and accurate data required for students' files.
5. Participate in Eligibility Determination Committee meetings as requested by supervisor.
6. Monitor and maintain departmental therapy equipment and supplies utilized in therapy program.
7. Attend staff meetings as scheduled by supervisors.
8. Submit requested information to supervisor in timely manner.
9. Participate in IEP conferences and other conferences as necessary.
10. Communicate with local school staff regarding students' therapy programs and any modifications of assistance.
11. Maintain communication with parents, physicians and other caregivers regarding student needs, progress and program.

12. Inform supervisor immediately of problems and/or sensitive situations.
13. Keep informed of new developments in the profession via professional development.
14. Assist in assessing facilities regarding accessibility for physically challenged students.
15. Respond to request for assistance from immediate supervisor.

Board Approved: July 12, 2005