



Richmond County Schools

Dr. Joe Ferrell, Superintendent
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Phone: 910-582-5860

POSITION:

OCCUPATIONAL THERAPIST

REPORTS TO:

Director of Exceptional Children

JOB DESCRIPTION:

The Occupational Therapist (OT) provides school-based therapy services to support students with disabilities in accessing and participating in their educational programs. The OT leads the development, implementation, and coordination of occupational therapy services, including screening, evaluation, intervention, and transition planning. This role requires strong collaboration with multidisciplinary teams, use of clinical reasoning, and adherence to ethical and legal standards to ensure student safety and program effectiveness.

QUALIFICATIONS:

- Graduation from an accredited Occupational Therapy program recognized by the National Board for Certification in Occupational Therapy (NBCOT)
- Completion of all required fieldwork
- Initial certification by NBCOT
- Current license issued by the North Carolina Board of Occupational Therapy
- Two years of experience as an OT preferred (school or pediatric setting); new graduates are welcome and will be trained in school-based OT
- Strong skills in differentiated instruction and professional collaboration

ESSENTIAL JOB FUNCTIONS:

- Conduct evaluations using standardized assessments, observations, and interviews to develop a student occupational profile
- Collaborate with educational teams to develop and implement Individualized Education Programs (IEPs)
- Design and deliver evidence-based interventions to support student participation in school activities
- Adapt and modify classroom environments and materials, including assistive technology, to meet student needs
- Educate students, staff, and families on occupation performance, health, and safety
- Monitor and reassess therapy outcomes to adjust interventions as needed
- Maintain accurate documentation for therapy services, assessments, and compliance reporting
- Supervise occupational therapy assistants and support personnel in accordance with licensure laws
- Participate in multidisciplinary meetings and contribute to educational planning and transition services
- Manage therapy materials, equipment inventory, and assist with budget planning
- Ensure compliance with federal, state, and local regulations affecting OT practice in schools
- Engage in ongoing professional development to maintain licensure and stay current with best practices
- Use ethical decision-making and evidence-based research to guide therapy services and program improvements

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.