



**Job Title: Occupational Therapist**  
**FLSA Status: Exempt**  
**Department: Instructional Support Services**  
**Primary Supervisor: Principal**  
**Secondary Supervisor: Academic Director**  
**Grade Band Served: K-8**  
**Location: In-Person / On-site**  
**Minimum Hours/Days: TBD**  
**Salary Range starts at: Hourly**

**SUMMARY:** The K-8th occupational therapist is a qualified, student-centered Occupational Therapist (OT) to provide school-based occupational therapy services to students in grades K–8. The OT will support students' academic success, functional independence, and participation in the school environment through evaluation, intervention, consultation, and collaboration with school staff and families.

**ESSENTIAL FUNCTIONS:** The statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities and/or duties required; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Responsibilities include, but are not limited to:**

- Conduct occupational therapy evaluations to determine student eligibility and service needs
- Develop, implement, and monitor individualized occupational therapy goals aligned with IEPs and 504 plans
- Provide direct and indirect occupational therapy services in individual, small group, and classroom-based settings
- Analyze student performance and adapt interventions to support access to the educational environment
- Maintain accurate, timely, and compliant documentation, including evaluations, progress reports, and service logs
- Participate in IEP meetings, eligibility meetings, and multidisciplinary team discussions
- Collaborate with teachers, administrators, and support staff to integrate occupational therapy strategies into daily instruction
- Consult with families and staff to provide recommendations that support student progress and independence
- Manage a caseload effectively to meet service delivery requirements and timelines
- Comply with all federal, state, and local regulations, as well as school policies and procedures

**Meeting/Outing Roles:**

- Attend and/or provide documentation for all student-specific meetings (IE: IEP/SST/RTI/504/EL)
- Attend and actively participate in all required professional meetings (DDI, Staff, Department, PLC, Content Planning, Professional Development F2F, and Virtual)
- Attend student outings and district-wide events

**Professional Roles:**

- Actively support the collaboration of colleagues in teaching partnerships, teams, content areas, grade levels, the school band, and the district
- Complete all required training
- Participate in EOG/EOC Assignment
- Comply with all written policies and procedures in the teacher, district, and CCA handbooks
- Complete all TKES platform tasks and responsibilities during the assigned timeframe
- Complete other tasks/duties as assigned by their supervisor, and if federally funded, as allowable under the federal requirements under that fund.

**Supervisory Responsibilities:** This position has no formal supervisory responsibilities.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability/Flexibility:** Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.
- **Integrity/Ethics:** Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, and conveys good news and bad.
- **Teamwork:** Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leaders to meet goals, welcomes new-comers, and promotes a team atmosphere.
- **Professionalism:** Be professional at all times in communications, appearance, work product, and in representing Coweta Charter Academy in a positive manner.

### **Key Responsibilities**

- Evaluate students to determine eligibility and need for occupational therapy services in accordance with IDEA and state guidelines
- Provide occupational therapy services addressing fine motor skills, sensory processing, visual-motor integration, self-regulation, and functional classroom skills
- Monitor student progress and adjust services as needed to support educational goals
- Support staff with strategies, accommodations, and modifications to promote student success
- Maintain confidentiality of student records and information

### **Qualifications**

- Master's degree or higher in Occupational Therapy from an accredited program
- Current Georgia Occupational Therapy license
- National Board for Certification in Occupational Therapy (NBCOT) certification
- Experience working in a school-based setting preferred
- Knowledge of special education laws, IEP processes, and school-based therapy practices
- Strong communication, collaboration, and organizational skills

### **Work Schedule**

- Part-time position
- Schedule and caseload to be determined based on student needs

### **Work Environment**

- School-based setting serving students in grades K–8
- Collaborative team environment focused on student growth and success

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor; and if federally funded, as allowable under the federal requirements under that fund. All employment is "at-will" as governed by the law of the state where the employee works. It is further understood that the "at-will" nature of employment is one aspect of employment that cannot be changed except in writing and signed by an authorized officer.***