Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Occupational Therapist**

Qualifications:

Credentials: National Board of Certification in Occupational Therapy (NBCOT) and licensed by the Oklahoma State Board of Medical Licensure and Supervision

Education: Graduation from a University from an accredited Occupational Therapy program

Training/Experience Required: Prefer one or more experience in a public school or other pediatric setting.

Special Skills, Knowledge, Abilities:
Good knowledge of typical and atypical development and scientific evidence-based therapeutic techniques

Job Goal (Purpose of Position): Performs professional level occupational therapy duties to improve or maintain the student's level of physical/motor functioning to facilitate optimal learning through the identification of problems, evaluation and treatment programs. Identifies, evaluates and executes an educationally therapeutic occupational therapy program.

Contact with Others: An occupational therapist in this position has regular contact by telephone or in-person with members of the staff, medical community, and public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them on alternative courses of action. The job requires tact and diplomacy and independent judgment such as problem solving; making formal presentations; interpreting policies and procedures based on experience. Good interpersonal skills and a positive attitude toward teamwork and a multi-disciplinary approach are highly desired.

Other Performance Measures: Cares for and effectively assists students with special concerns; properly monitors student progress through observation, progress note writing and modifies activities to an appropriate level for each student to challenge and motivate him/her. Maintains proper discipline.

Contributes to effectiveness/quality of district programs, including extracurricular programs; keeps accurate records, reports, etc. pursuant to district policy; actively supports and looks for ways to improve the quality of customer service as provided by the

district; cooperates with other district personnel to improve the quality of education; when serving on committees, maintains an attitude of constructive/supportive behavioral feedback and input to improve the quality of service; continues to be involved in personal growth and development.

Essential Job Functions (Performance Responsibilities):

1. Respond to referral requests as part of the educational team.

2. Assess and document student skills and needs including, but not limited to, the following areas:
   a) Perceptual-motor and sensory-motor functioning; kinesthetic, tactile, and vestibular sensation, visual-motor coordination, bilateral motor coordination, motor planning, defensiveness or protective response to sensory stimulation, hand dominance, visual perception, position in space, and body image;
   b) Self-care skills: feeding, dressing, hygiene, toileting, grooming, wheelchair use, and transfer skills;
   c) Motor function: control and coordination of posture and movement; strength, endurance, joint range of motion, fine motor skills, oral motor function, functional hand use;
   d) Vocational readiness skills (as appropriate);
   e) Need for individual and environmental adaptations, such as upper extremity, splints, writing devices and other assistive technology, eating utensils, adapted classroom equipment, positioning devices, and architectural modifications.

3. In conjunction with other members of the educational team, determine educational goals and objectives and need for occupational therapy services.

4. Implement and document therapy services. This may include interventions, evaluations, progress, home programs, etc. as needed.

5. Assess and recommend environmental modifications and equipment for accessibility and independence in the student's educational program.

6. Consult with teachers regarding potential referrals and needs for students currently receiving occupational therapy services.

7. Consult with, instruct, and monitor school personnel (teacher, paraprofessionals, and teacher assistants) on student specific activities and program modifications to work toward achievement of IEP goals and objectives. Consult with families may also be necessary.

8. Manage own student case load, documentation requirements, workspace, and equipment. This will include travel/transportation to various sites.

9. Assume responsibility for supervising occupational therapy assistants as outlined by The American Occupational Therapy Association and in accordance with Oklahoma State Licensure laws.

10. Maintain certification and adhere to standards of ethics according to the Occupational Therapy practice Act (at state and national levels).

11. Attends necessary workshops and continuing education to maintain certification. Adheres to the standards of ethics according to Public Law 101-476.

12. Performs other duties as assigned.

Supervision exercised: An incumbent does not supervise other employees.

Site: Various

Reports To: Director of Special Services/Principal

Physical/Mental Requirements and Working Conditions:
In a work day, the employee performs frequent bending/stooping; squatting/crouching; crawling/kneeling; and pushing/pulling. Employee's job requires frequent carrying/lifting of up to 50 pounds to transfer and carry equipment for treatment sessions to various sites. Must be able to safely transfer and stabilize students during therapy. Employee must possess manual dexterity/visual ability to operate vehicle and other equipment/machines effectively. Employee must possess hearing/speaking ability to communicate with staff, students, etc. Employee must use due concern to prevent the spread of infection due to equipment and physical therapies.

Terms of Employment:	In compliance with Negotiated Contract and/or State Law
Salary:	To be established by the Board
Evaluation:	Performance of this job will be evaluated in accordance with Board policy

Approved 3/8/1993
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