



Occupational Therapist

Purpose Statement

The Occupational Therapist assesses students' functional physical development levels, plans, and implements appropriate treatments to meet individual student objectives, identifies architectural barriers, provides recommendations for accessibility, program development, and student placement, and directs Certified Occupational Therapy Assistants (COTA).

Supervisory Relationship

Reports to: Special Education Director

Essential Functions

- **Therapy Administration:** Administer occupational therapy procedures and modalities (e.g., promoting motor and sensory development, daily living skills, vocational skills, technology accessibility) to achieve program objectives.
- **Student Assessment:** Assess students' fine and gross motor skills and functional abilities (e.g., perceptual-motor, hand functions, motor coordination, sensory development, muscle strength) to determine program eligibility and develop treatment recommendations, appropriate assistive devices, and school placement.
- **Collaboration:** Collaborate with parents, teachers, physicians, administration, maintenance personnel, team members, and other professionals to communicate information, resolve issues, and provide services in compliance with established guidelines.
- **Consultation:** Consult with teachers, parents, other personnel, and outside professionals to synthesize evaluation results into comprehensive reports suitable for the school setting, develop plans for services, make recommendations, and coordinate occupational therapy services with other disciplines.
- **Supervision:** Direct the work of COTAs, fieldwork students, and instructional assistants, ensuring program objectives are achieved.
- **Instruction:** Instruct students and staff on medical/behavioral attributes, the use of assistive devices, and plans for remediation of functional limitations.
- **Record Maintenance:** Maintain files and records (e.g., progress reports, activity logs, billing information, treatment plans) to ensure the availability of information for reference and compliance.
- **Professional Development:** Organize and facilitate in-service education and professional development for school district personnel to enhance staff knowledge and skills.
- **Participation:** Participate in meetings, workshops, and seminars to gather and convey information and collaborate with other specialists to develop Individualized Education Programs (IEPs).
- **Site Visits:** Perform site visits at multiple work sites to provide direct therapy interventions and assistance as required.
- **Documentation:** Prepare written materials (e.g., activity logs, correspondence, memos, treatment plans, Medicaid billings, reports) to document activities, provide written reference, and convey information.
- **Research:** Research resources and methods (e.g., intervention and treatment techniques, assessment tools and methods, community resources) to determine the appropriate approach for addressing students' functional goals.
- **Supply Management:** Transport supplies and equipment to various sites to ensure the availability of items as needed.
- **Policy Adherence:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Other Duties:** Perform other related duties as assigned to support the effective operation of the school/district.

Job Requirements: Minimum Qualifications

Skills

- Perform multiple, highly complex technical tasks and occasionally upgrade skills to meet changing job conditions.
- Apply assessment instruments, operate occupational therapy equipment, standard office equipment, and pertinent computer software.
- Prepare and maintain accurate records.

Knowledge

- Perform algebra and geometry, review and interpret highly technical information, write technical materials, and speak persuasively to implement desired actions.
- Understand age-appropriate activities, concepts of grammar and punctuation, health standards and hazards, safety practices and procedures, stages of child development, abnormal development and medical diagnoses related to special education funding categories, current OT treatment interventions, and pertinent codes, policies, regulations, and laws.

Abilities

- Schedule activities, meetings, and events; gather, collate, and classify data; use basic job-related equipment.
- Work independently and flexibly with diverse individuals and groups; operate equipment using standardized methods.
- Adapt to changing work priorities, maintain confidentiality, meet deadlines and schedules, work as part of a team, handle detailed information/data, maintain effective working relationships, and translate therapy data into meaningful educational activities.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others while operating within a defined budget. Utilize resources from other work units as required, impacting the organization's services continually.

Work Environment

Significant lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Job generally requires 50% sitting, 25% walking, and 25% standing. Work performed under conditions with exposure to risk of injury and/or illness.

Experience

Job-related experience within a specialized field is required

Education

Bachelor's degree in a job-related area

Certificates and Licenses

ND State Board of Occupational Therapy Practice (NDSBOTP)
National Board for Certification in Occupational Therapy (NBCOT)

Continuing Education/Training

Maintain required certificates and licenses
Participate in ongoing training and professional development as required

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade
PJ