

OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street • Olean, New York 14760
<http://www.oleanschools.org>
General Information (716) 375-8000
Fax (716) 375-8047



JOB DESCRIPTION

Occupational Therapist

QUALIFICATIONS:

1. New York State Certification & Licensure as an Occupational Therapist

RESPONSIBLE TO: Building Principals and Director of Special Education

JOB GOAL: The work involves responsibility for performing occupational therapy casework in a program designed to meet the needs of individuals referred to the program through the use of such activities as creative, manual, industrial, educational, recreational, social, and self-help activities in order to enable individuals to achieve optimal levels of self-help and productivity. The work may be carried out in community, school, hospital, or nursing home settings in accordance with written prescriptions or a referral from a physician who provides medical direction. Supervision may be exercised over the work of Occupational Therapy Assistants. An Occupational Therapist does related work as required.

GENERAL RESPONSIBILITIES:

- A. Plans programs and performs procedures involving activities such as manual arts and crafts, practice in function, prevocational, vocational and homemaking skills, and activities of daily living.
- B. Conducts sensitizer, educational, recreational, and social activities designed to help individuals regain physical or mental functioning or adjust to handicaps.
- C. Evaluates the degree of function and disability of individuals unless contraindicated by professional judgment or a physician's notes.
- D. Develops a treatment plan based upon doctor's findings, short- and long-term rehabilitation goals, and in accordance with the physician's diagnosis, prescription, or referral.
- E. Records evaluation, re-evaluations, progress notes, consultations, and summaries.
- F. May participate in the selection of personnel in the occupational therapy program and assign their duties and provide supervision.
- G. Observes occupational therapy activities to evaluate staff effectiveness in the provision of service and to evaluate the effectiveness of the activity in providing the necessary therapeutic services for students.



- H. Fabricates and applies hand splints, trains individuals in the use of adaptive assistive devices and/or self-help techniques to achieve maximum independence.
- I. Participates with other personnel in the formulation of total care plans.
- J. Confers periodically with health professionals regarding facets of care and related activities.
- K. Develops or assists in the development of occupational therapy policies and procedures.
- L. May maintain program records including but not limited to the service budget, statistical reports of the frequency and type of treatment, and related records.

TERMS OF EMPLOYMENT: Ten (10) month position based on school calendar

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: _____

Date: _____

Reviewed and agreed to by: _____

Date: _____

