

Job Description

Blue Valley School District

Occupational Therapist

Purpose Statement

The job of Occupational Therapist is done for the purpose/s of evaluating and treating students in order to help improve skills and better access education.

Essential Functions

- Provide therapy services, including evaluation and treatment, through direct, collaborative, and consultative sessions.
- Conduct both standardized and non-standardized OT evaluations. Assess student skills and needs in OT related areas such as fine motor skills, visual motor skills, visual perception, sensory processing, self-care, etc.
- Screen students to determine if they require a full evaluation. Grade evaluations and analyze data. Complete required reports.
- Develop treatment plans according to IEP goals in OT related areas, such as motor skills, visual motor skills, self-care skills, sensory processing, etc.
- Consult with staff and parents regarding OT treatment techniques and materials needed for IEP goal attainment.
- Assist teachers, parents, and other IEP team members to understand OT goals and how to implement skills and strategies in other relevant contexts.
- Analyze student progress and document outcomes on progress reports.
- Determine the need for adaptive equipment and order any necessary equipment.
- Participate in eligibility, IEP, and Review of Existing Information meetings. Consult with IEP team members regarding topics such as draft IEPs, student strengths, current function, proposed goals, and treatment services changes.
- Collaborate with special education teachers regarding proposed changes to IEP goals/benchmarks.
- Provide professional courtesy services for students who do not require an IEP or 504 plan, but have deficits in OT related areas and would benefit from consultation, collaboration, and strategies.
- Communicate with staff and parents through emails and calls so that all relevant parties remain apprised of treatment goals, meetings, and progress.
- Complete evaluations for eligibility and services for private schools.

Other Functions

- Performs other related duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating equipment used in occupational therapy strategies; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: 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/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 60% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience:

Education: Bachelor's degree in Occupational Therapy.

Equivalency:

Required Testing

Certificates and Licenses

National Board of Occupational Therapy Certification
Kansas Occupational Therapy License

Continuing Educ./ Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Exempt

Approval Date

Salary Grade