

**EUCLID BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Occupational Therapist

Reports to: Director of Pupil Services

Employment Status: Regular/Full-time

FLSA Status: Exempt

Description: The occupational therapist, as a member of the educational team, supports the education of students suspected of and/or diagnosed with a disability in their least restrictive environment. The occupational therapist develops, implements and coordinates a physical therapy program within the district; providing screening, evaluation and intervention services.

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensures safety of students
- Maintain student service, administrative and other departmental records in accordance with the district, state and federal policies
- Adhere to professional, ethical and legal standards of practice
- Implement and coordinate the occupational therapy program within the district
- Evaluate students using appropriate tests, skilled professional observation and supplementary information from other agencies and records
- Interpret assessment findings and appropriately convey information to parents and school teams
- Participate with the school team to develop Individualized Education Programs and Section 504 Plans
- Develop and implement intervention strategies
- Develop occupational therapy management plan for daily classroom routines and train staff in its safe implementation
- Plan for transition from school to community, preparing student to function independent from occupational service when targeted outcomes are achieved
- Evaluate and report on student progress
- Communicate, collaborate, and consult with school staff, parents, administrators, physicians, community and other professionals
- Serve as a resource to parent, school team, staff and administration on disabling conditions and their effects on education
- Collaborate with community-based therapists and other healthcare providers for effective coordination of service
- Provide consultation regarding emergency evaluation of students with disability
- Participate with improving school accessibility and planning environmental modification
- Procure, maintain and inventory equipment, materials and supplies
- Seek regular opportunities for professional growth
- Provide clinical educational opportunities for students of occupational therapy
- Provide guidance to students to promote their educational development
- Assist the administration in implementing all procedures and rules governing students with disabilities
- Observe ethics of the teaching profession; exhibit professional behavior, emotional stability and sound judgment
- Maintain respect for confidential information, e.g. student educational/medical records and assessments including psychological evaluations
- Attend meetings and in-services as required by the Building Principal or Director of Pupil Services

Other Duties and Responsibilities:

- Interact in a positive manner with staff, students and parents
- Make contacts with the public with tact and diplomacy
- Promote good public relations by personal appearance, attitude and conversation
- Demonstrates regular and punctual attendance and positive work ethic
- Perform other duties as assigned by the Director of Pupil Services or designee

Qualifications:

- Criteria as set by State Certification Authorities
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to communicate ideas and directives clearly and efficiently, both orally and in writing
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem solving skills
- Excellent public relations skills
- Skills that foster and facilitate learning and classroom management
- Knowledge of state and local rules governing special education

Equipment Operated:

- Computer/printer/scanner
- Copy machine/fax machine
- Telephone
- Motor vehicle

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Interaction among children
- Operation of a vehicle in inclement weather conditions, i.e. being prepared to come to work on school days except calamity days
- Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, read, hear, see speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Frequent interruption of duties by staff, students, visitors and/or telephone
- Occasional requirement to travel, both daily and overnight
- Occasional need to work overtime, evenings and/or weekends
- Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum 50 pounds

Required Testing

None

Certificates

ODE Occupational Therapist License

Continuing Educ./Training

Public School Works annually as directed by BOE

Clearances

Fingerprint/Background Clearance

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions in the Board of Education policy regarding evaluation of support staff personnel.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date: