

Forsyth County Schools Job Description



Job Title: OCCUPATIONAL THERAPIST

FLSA Status: EXEMPT

Salary Schedule/Days: TEACHER/190 DAYS

Location/Department: STUDENT SERVICES

Retirement Plan: TRS

POSITION SUMMARY

Evaluate, identify, and provide services to students who meet eligibility requirements for occupational therapy. Work collaboratively and communicate with professionals and parents regarding integrations of occupational therapy goals into classroom and home environment.

QUALIFICATIONS

Certifications, Licenses or Permits:

- Current licensure in Occupational Therapy (OT) by the State of Georgia.

Education, Experience, and Other Requirements:

- Master's degree from an approved accredited college or university in OT.
- Three (3) years of relevant experience preferred.
- Proven ability to work with others in a confidential, cooperative, and service-oriented manner; excellent listening and communication skills.
- Must be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- May be regularly required to stand, sit, crouch, crawl, push/pull, and lift up to 50lbs.

ESSENTIAL DUTIES

- Maintain accurate, complete, and appropriate records and file reports promptly.
- Demonstrate accurate and up to date knowledge of content.
- Participate in the development of Individualized Education Program (IEP).
- Participate in IEP meetings in order to relate pertinent data used in the determination of students' needs.
- Comply with due process procedures consistent with state and federal law and with Forsyth County guidelines.
- Provide consultative services to teachers, parents, administrators and allied agencies in order to address fine motor goals in the classroom, other education programs and the home environment.
- Evaluate and report student progress for continuation or termination of services.
- Establish and maintain professional and collaborative relationships with parents of students on the current caseload.
- Appropriately schedule students.
- Perform other duties as assigned.

Reviewed By: SARAH TAYLOR (APPROVED)

Date: 4/22/2025

Approved By: DERRICK HERSHEY

Date: 4/22/2025

