

## Griffin-Spalding County School System

<b>Title: Occupational Therapist</b> <b>Job Class Code: 483</b> <b>Job Details: 190 Days/Exempt/Full-Time</b> <b>Updated: 12/17/2021 Reviewed:11/02/2024</b>	<b>Category: Student Support Services</b> <b>Reports to: Director of Special Education</b> <b>Salary Schedule: Teacher</b>
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### **JOB SUMMARY**

This position provides educational occupational services to students with disabilities to provide support for student achievement.

### **ESSENTIAL FUNCTIONS**

*(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)*

- Collaborates with other disciplines to ensure team understanding of student occupational strengths and needs, through evaluation, educational program planning and service delivery
- Synthesizes evaluation results into a comprehensive written report which reflects strengths and barriers to student participation in the educational environment, directs program development and guides evidence-based intervention
- Develops occupationally based intervention plans based on student needs and evaluation results
- Participates in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations and develop individual education plans and intervention plans to achieve IEP goals
- Documents occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate
- Manages inventory of therapeutic equipment and assessments and project needs for budget planning
- Manages clinical and administrative records in accordance with professional standards, state guidelines and school system policy
- Teaches, monitors and collaborates with educational personnel, community agencies, parents and students to increase understanding of the student's occupational performance
- Participates in continuing education for professional development to ensure practice consistent with best practice and to meet Georgia licensure requirements
- Uses professional literature, evidence-based research and continuing education content to make practice decisions
- Ability to interpret the evaluation data and write a comprehensive report that reflects strengths and barriers to student's participation and occupational performance
- Adheres to federal and state legislation, regulation and policies that affect occupational therapy practice
- Maintains prompt and regular attendance as physical presence on site is required
- Performs other duties as assigned

### **SUPERVISES**

- No supervisory responsibilities

### **MINIMUM QUALIFICATIONS**

- Current Occupational Therapist license issued by State of Georgia

## **PREFERRED QUALIFICATIONS**

- Master's Degree
- Previous work in a school system

## **COMPETENCIES NECESSARY TO DO THE JOB**

- Ability to interpret assessment results to teachers, parents and other personnel
- Skill in effective oral and written communication
- Knowledge of current legal mandates (federal and state), compliance issues, confidentiality requirements, funding procedures and requirements
- Ability to select and provide a wide range of intervention strategies and monitor effectiveness
- Ability to plan, coordinate and provide training and continuing education both formally and informally to parents, school administration, school staff, community agencies, staff and other professionals.
- Physical ability to execute job responsibilities that may include: transferring and/or lifting students or equipment and managing equipment
- Routine physical activities that are required to fulfill job responsibilities; ability to lift a student up to a weight of 40 pounds without assistance; ability to perform a two person lift for students over 40 pounds
- Written and oral communication
- Organizational and planning skills
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

## **EVALUATION**

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.