



POSITION MANAGEMENT GUIDE

Title:	Occupational Therapist	Division Approval:	6/7/1994; 6/11/2020
Department:	Occupational & Physical Therapy Programs	HR Approval:	7/13/2020
Reports to:	Occupational and Physical Therapy Program Coordinator	Board Approval:	8/2/1994, 9/1/2020
Salary Schedule:	LIUEA	Revision Date:	9/1/2020

SUMMARY OF PURPOSE

To provide occupational therapy services to students in LIU 12.

ESSENTIAL REQUIREMENTS

- Bachelor's degree in Occupational Therapy required; Master's degree preferred.
- NBCOT certified and Pennsylvania state license in Occupational Therapy required
- Valid Pennsylvania driver's license
- Must provide prompt, professional and courteous responses to all inquiries from internal and external customers.
- Must possess proactive problem-solving skills

ESSENTIAL FUNCTIONS

- Assesses student's occupational participation, occupational performance areas, and occupational performance components which are relevant to the student's access to FAPE.
- Participates in educational MDE and IEP processes for identification of students' strengths, needs, exceptionality, goals, objectives, and determination of service delivery requirements necessary for students to benefit from their individualized educational programs.
- Designs and implements occupational therapy intervention programs that fulfill the student's IEP or the Service Agreement.
- Provides ongoing management of the occupational therapy program, including documentation, communication, record keeping, in-service education, and maintenance of supplies and equipment within the occupational program.
- Provides indirect supervision of a certified occupational therapy assistant that is directly assigned to him/her within the occupational therapy program.
- Collaborates with members of the student's educational team.
- Develops a schedule which reflects services in compliance with the needs of all students on the therapist's caseload.
- Adheres to the established work schedule through regular and consistent attendance.

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- Contributes to the effective team management of all problems, issues and opportunities.
- Observes all LIU requirements governing FERPA, HIPAA, and any LIU policies on FERPA and/or HIPAA's policies and notices of privacy practices.
- Develops and presents training sessions (synchronous or asynchronous) to support parents, families, school personnel in providing identified supports for students requiring OT services.

DIVISION/ORGANIZATION

- Keeps current with related technology and developments that impact the division and the organization.
- Makes decisions consistent with the LIU mission and core values, establishes and maintains effective communication and positive relationships within the LIU, and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of an LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative and collaborative; valuing each team member; and understanding the importance of customer service.)
- Understands organizational development and change principles, and applies these principles to promote improvement within the Division.
- Performs other functions as assigned by the Division Director.

SCOPE AND IMPACT

This position works independently with all employees within the LIU and individuals and organizations outside the LIU.

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ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

1. Following Directions

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

2. Communication - English

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

3. Functional Reading - English

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

4. Hearing

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

5. Seeing

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

6. Functional Math

- ☐ Complex Computational Skills (Accounting and Financial Skills)
- ☒ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

7. Time

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

8. Orientation (Familiarity with Surroundings)

- ☐ Several Blocks from Building
- ☒ Building Only
- ☒ Work Area
- ☐ Room Only

9. Mobility Skills

- ☒ Mobility Within the Building
- ☐ Mobility Within a Four-Block Radius
- ☒ Driving Required

10. Sitting

- ☐ 75% - 100%
- ☒ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

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11. Standing

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☒ 25% - 50%
- ☐ Less than 25%

12. Bending

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

13. Lifting

- ☐ Greater than 30 lbs.
- ☒ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

14. Reaching

- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.

Adopted by LIU Board of Directors: 8-2-1994
Revision adopted by LIU Board of Directors: 9-1-2020