



SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Occupational Therapist

FLSA: Exempt

TERMS: Salary in accord with the district salary scale for teachers. Work year is comprised of 190 days per academic year as established annually by the Board.

GENERAL SUMMARY

Under limited supervision, provides professional services to help students overcome or compensate for deficiencies in occupational performance areas and gain optimum benefit from District special services programming. May serve as Occupational Therapist as assigned. Reports to the Director of Special Services and assigned Principal.

ESSENTIAL FUNCTIONS

Evaluates referred students by assessing range of motion, muscle strength, tone and sensory systems, fine motor skills, self-help skills, oral-motor skills and visual-perceptual skills as indicated.

Administers standardized tests as appropriate. Communicates evaluation results to parents and teachers.

Coordinates, with members of a multi-disciplinary team, individual strategies, accommodations and the use of adaptive equipment.

Plans, coordinates and provides occupational therapy treatment sessions based on evaluation findings and recommendations; trains students in the appropriate use of adaptive equipment.

Prepares and submits accurate and complete documentation of all assigned cases; prepares daily progress notes, quarterly Medicaid summaries of progress, and IEP updates as required by law and District policy.

Selects, orders and maintains adaptive equipment for individual student needs.

Communicates with school personnel and parents as needed to discuss student progress and concerns. Participates as a member of Assistive Technology evaluations, as appropriate. Trains staff in appropriate intervention techniques with individual students.

Assists in establishing transportation protocols for special needs students as appropriate; supervises the transportation of students to and from occupational therapy.

Maintains awareness and expertise in current professional research, trends and methodologies as they apply to school occupational therapy services; attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills.

Receives and responds to inquiries, concerns and complaints from staff, parents, medical personnel and students regarding occupational therapy services.

Prepares and/or processes evaluation reports, IEP present levels and goals, case notes, other records, reports, memos, correspondence, etc.

Operates a vehicle, power wheelchair, manual wheelchair, and a variety of office equipment such as a computer, printer, fax machine, copier, calculator, telephone, audio-visual equipment, etc.; uses splints, braces, other adaptive equipment and occupational therapy supplies, clerical / copier / computer supplies, small hand tools, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other District / school administrators and staff, students, parents, medical professionals, community / government agencies, vendors, and the general public. Presents a positive image of Newberry County School District Schools at all times.

Willingly performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience

Requires a degree in occupational therapy, rehabilitation science or related field supplemented by nine to twelve months of experience providing occupational therapy services, preferably in an educational setting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Master's Degree preferred, but must possess current, valid licensure by the S.C. Board of Occupational Therapy Examiners and certification by American Occupational Therapy Association. Prefer experience providing occupational therapy in an educational setting. Must possess a valid state driver's license.

Qualifications may vary from the above requirements to such a degree as the Superintendent determines necessary and appropriate to ensure properly qualified personnel in the position.

Knowledge

Knowledge of the policies, procedures and activities of the school District which pertain to the specific duties and responsibilities of the position. Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of proper maintenance of equipment, materials and supplies used in daily activities. Knowledge of counseling methods necessary for handling student academic and adjustment problems. Knowledge of the materials and information which must be prepared for classroom instructional activities.

Skills/Effort

Ability to provide instruction to students through explanation, demonstration and/or supervised practice. Ability to supervise students and maintain order in various classroom and instructional activities and situations. Ability to operate general office equipment in the performance of daily activities. Ability to prepare lesson plans, tests, and instructional materials for classroom activities. Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents. Ability to communicate effectively with students and their parents, District staff, and all other groups involved in the activities of the job.

Working Conditions

Conducts duties in a classroom environment with some exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to classroom work requiring the lifting/moving of items weighing up to 25 pounds. Occasional local travel is required; no overnight travel is required. Job requires the operation of standard office equipment.

Responsibility

No budgetary responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

EVALUATION

Performance of this job evaluated annually according to Board Policy.