

MADISON COUNTY SCHOOLS
Job Description

CLASS TITLE: OCCUPATIONAL THERAPIST

REPORTS TO: Director of Special Education

EXEMPT STATUS: Exempt

APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:

To identify and evaluate children who may need special education services, meet with appropriate committees, and assist in making appropriate educational recommendations. The Occupational Therapist will serve with the psychologists, the educational evaluator and other staff as support personnel to the special education and regular education teachers.

REPRESENTATIVE DUTIES:

- Designing and evaluate the occupational therapy program, procedures and assessment so that it supports the Mission Statement of the Madison County Board of Education.
- Assists with the screening and referral process for students who are experiencing difficulty in the classroom as needed.
- Prepare, implement and evaluation individual students in accordance with the district policies and OT guidelines.
- Provide assessments for referred individuals, which may include developmental level, sensorimotor, neuromuscular, fine motor, perceptual motor, self-help, and pre-vocational skills.
- Attends ARC meetings as required unless parent signs the excusal form.
- Provide annual reports, service logs and maintenance of appropriate records.
- Assist the special education teacher in developing the IEP which will also act as the treatment plan.
- Provides activity suggestions and modifications for the classroom and the home, when appropriate.
- Provides therapy services as outlined in students' Individual Education Plans.
- Supervise and coordinate the strategies, modifications and assistive technology devices recommended for individual students to the assigned staff; provide overall supervision of the occupational therapy program at assigned schools.
- Train school personnel on use of assistive technology devices/therapeutic equipment as necessary; maintain equipment in proper working condition.
- Determine, recommend, and oversee equipment and architectural/environmental modifications which will allow the student to function more independently.
- Provides consultation and training to school personnel and families as outlined in the IEP.
- Maintains confidentiality of students and/or staff.
- Remain current and updated on school related occupational therapy practice through workshops, conferences, seminars and in-services.
- Continue professional growth ECU as mandated yearly by KOTB.
- Maintain regular attendance.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles and techniques of occupational therapy.
- Laws and regulations concerning medical records and therapeutic services.
- Neurology, anatomy, neuroanatomy and physiology.
- Crafts including materials and equipment required, analysis of physical requirements, analysis of exercise or other contributions as treatment for special disabilities, contraindications for use as treatment for specific disability or when other conditions exist.
- Methods, materials, and equipment used to alter existing or fabricate specialized equipment.
- Safety precautions including hazards associated with student's specific activities.
- Oral and written communication skills.
- Public speaking techniques.
- Research techniques.
- Record-keeping techniques.
- Principles of training and supervising staff.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Provide occupational therapy to eligible individuals.
- Determine and evaluate treatment.
- Plan, prepare, and make oral presentations.
- Communicate effectively with school staff and families.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Monitor, order and evaluate equipment needs.
- Prepare written evaluations and review medical and therapy reports.
- Train and supervise others staff members.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of related technological advances and other matters.
- Operate office and therapeutic equipment.
- Prioritize and schedule students and work duties.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

EDUCATION:

Possession of an Bachelor of Science or Master's degree in Occupational Therapy from an accredited college or university.

CERTIFICATION REQUIREMENT:

- Possession a valid Occupational Therapy license by the state of Kentucky
- Occupational Therapy National Board Certification
- CPR certification

TERMS OF EMPLOYMENT

Days and salary pursuant to district salary schedules.