

Job Description

Job Title: Occupational Therapist
Department: Special Education
Reports To: Special Education Coordinator
Salary: Licensed salary schedule – _____ calendar days

JOB SUMMARY

The Occupational Therapist administers occupational therapy services, including evaluation and direct therapy, for assigned children and students in educational settings. Provides consultation and training to educational staff and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Provides therapeutic interventions in motor, adaptive and sensory areas.
2. Provides assistance and/or recommendations to families and school districts regarding selection, ordering and funding of appropriate equipment and materials.
3. Maintains a regular weekly or monthly schedule that meets IEP/IFSP service levels.
4. Plans, prioritizes and organizes assignments and projects with a minimum of supervision.
5. Formulates treatment plans.
6. Develops feeding protocols for students with swallowing disorders.
7. Selects, acquires, manages, designs and/or constructs adaptive devices, equipment or other assistive technology to enhance independence in the educational setting.
8. Fabricates adaptive equipment.
9. Completes required and or assigned paperwork in a timely and professional manner.
10. Monitors, evaluates and modifies student performance using observation, data and/or pre-post testing.
11. Uses current assessment practice to determine needs for services and eligibility.
12. Completes Medicaid forms as necessary.
13. Assesses students to determine current levels of performance, eligibility, and progress towards IEP/IFSP goals.
14. Assesses the educational environment within the limits imposed by the student's disability, and work as a member of the multidisciplinary team to develop and provide an appropriate educational program for each assigned student.
15. Instructs, collaborates with, trains and monitors teachers, instructional assistants, families or other appropriate personnel to implement motor activities and safe physical management relevant to school-related performance.
16. Coordinates treatment with other specialists.
17. Communicates clearly and effectively in a variety of situations, including difficult ones, with agency staff, district staff and the public.
18. Communicate with physicians and medical clinics and vendors to assure that medical decisions made and equipment ordered will interface well with the educational environment. Completes therapist paperwork involved in ordering equipment through third-party payers.
19. Informs supervisor and program secretary of schedule and other ways to maintain contact during working hours.
20. Identifies professional strengths and limitations and sets and meets performance goals.
21. Creates a positive work environment by:
 - a. Tolerating others' points of view
 - b. Soliciting input from others

- c. Resolving conflict at the lowest level possible
- d. Responding effectively to crisis situations
22. Follows Willamette ESD procedures, especially as outlined in the Staff Handbook, and assists support staff to do the same.
23. Adheres to professional ethics as identified by agency, professional organizations and licensing commissions.
24. Supervises fieldwork students and licensed assistants as assigned.
25. Provides training to educational staff and families in such areas as positioning, handling, safe feeding, fine motor skill development, sensory processing, and self-help skills.
26. Attends and participates in required meetings including staff meetings and IEP/IFSP meetings.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Cleans equipment.
2. Repair equipment if necessary.
3. Reliable transportation for itinerant duties.

SUPERVISORY RESPONSIBILITIES

1. Supervises Certified Occupational Therapy Assistants (COTAs).
2. Trains staff to follow feeding protocols and the fine motor, sensory and adaptive programs.

EVALUATION

This position will be evaluated based upon the essential and marginal duties and responsibilities as outlined above as well as held to the standards as outlined in the evaluation system, collective bargaining agreement and employee handbook.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) from four-year college or university (fifth year college or university program certificate preferred) - program must be approved by the American Occupational Therapy Association; or two-to-four years' related experience and/or training; or equivalent combination of education and experience. Knowledge of etiology, prognosis, and appropriate treatment techniques for major physically handicapping conditions. Knowledge of normal and abnormal developmental patterns.
- **Interpersonal Skills:** Works well with others. Focuses on resolving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and contributes to building a positive team spirit. Ability to participate as an active and supportive member of an educational or therapy team. Knowledge of a variety of standardized and non-standardized evaluation tools.
- **Language Skills:** Must be able to communicate fluently in English, verbally and in writing. Ability to respond effectively verbally and in writing to the most sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the Superintendent or school board members. Ability to read, analyze and interpret general business periodicals, professional journals, technical

procedures or governmental regulations. Ability to write reports, business correspondence, procedural manuals, speeches and articles using original or innovating techniques or style.

- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use word processing, spreadsheet and database software, E-mail and the Internet.
- **Other Skills and Abilities:** None.
- **Confidentiality:** The employee maintains the integrity of confidential information relating to agency records and data, students, families, colleagues, or district patrons. The employee uses or relays personal and agency information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including valid Oregon driver's license, first aid/CPR card, National Board Certification in Occupational Therapy and Oregon Occupational Therapy license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to walk; sit; stand, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is occasionally exposed to wet or humid conditions, outdoor weather conditions. The noise level in the work environment is usually low. Travel to various sites may be required. While performing the duties of this position, the employee works with standard office and/or instructional equipment and individual mobility equipment (wheelchairs) with moving mechanical parts.

OTHER

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The District may add to, modify or delete any aspect of this description (or the position itself) at any time as it deems advisable.</p>

Prepared By: Willamette ESD

Date Revised: August 2016

I have read and understand this job description.

Printed Name

Signature

Date