

# Job Description

**Title:** Occupational Therapist

**Reports To:** Building Principal/Director of Special Education

**Supervises:** Assigned students/staff members

**Evaluation:** Director of Special Education

## **Job Summary:**

Evaluate children for occupational therapy services.

## **Qualifications:**

Bachelors degree with appropriate licensure.

## **Performance Responsibilities:**

1. Conduct screenings and observations throughout the district.
2. Perform evaluations and present information at IEP meetings.
3. Attend team meetings on particular students.
4. Collaborate with teachers/staff/related service providers.
5. Provide support services classrooms.
6. Maintain progress reports on all students on caseload.
7. Provide therapy services in the areas of sensory integration, visual motor integration, visual processing, motor coordination, precision motor control, and maintenance in regular education classrooms, resource room, pull out, and life skills/autism room both individually and in group settings.
8. Assist with transition services from preschool to elementary, elementary to middle school, middle school to high school, and high school to the community.
9. Assist with vision-suggestions, modifications and assessments.
10. Sensory programs-evaluate, score, and provide suggestions and/or modifications.
11. Order equipment needed for specific students throughout the district.
12. Maintain Medicaid logs on eligible students.
13. Write treatment plans and home based delivery when applicable.
14. Community based outings with life skills/autism rooms.
15. Allow those students who for some reason don't meet the criteria for qualification but still need some help participate in group occupational therapy so that they can benefit from the services also.
16. Other duties as assigned.

## **Physical Requirements/Environmental Conditions:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

