

JOB DESCRIPTION

Cumberland County School District

OCCUPATIONAL THERAPIST

Purpose Statement

The job of Occupational Therapist was established for the purpose/s of assessing students' functional physical development level; planning and implementing appropriate treatment to meet individual student objectives; identifying architectural barriers; providing recommendations for accessibility, program development and student placement; and providing direction to Certified Occupational Therapy Assistants.

This job reports to Director of Special Education.

Essential Functions

- Administers occupational therapy procedures and modalities for the purpose of achieving program objectives.
- Assesses students' fine and gross motor skills and functional abilities (e.g. perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining program eligibility and developing recommendations for occupational therapy treatment, appropriate assistive devices and/or curriculum access.
- Collaborates with a variety of groups and/or individuals (e.g. parents, teachers, physicians, administration, maintenance personnel, team members, other professionals, etc.) for the purpose of communicating information, resolving issues and providing services in compliance with established guidelines.
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for services, making recommendations and/or coordinating occupational therapy services with those of other disciplines.
- Develops treatment plans, interventions and/or educational materials from the IEP for the purpose of remediating students' motor skill deficits and ensuring compliance with regulatory requirements.
- Directs the work of assigned COTA's for the purpose of providing guidance and ensuring that program objectives are achieved.
- Identifies structural issues for the purpose of removing barriers for students with physical limitations and/or identifying appropriate technology and assistive equipment.
- Instructs students and staff for the purpose of providing information on medical/behavioral attributes, use of assistive devices and/or implementing plans for remediation of functional limitations.
- Interprets medical and academic reports for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
- Maintains files and/or records (e.g. progress reports, activity logs, treatment plans, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
- Participates in a variety of meetings (e.g. training, workshops, seminars, IEPs, team meetings, etc.) for the purpose of conveying and/or gathering information.
- Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, evaluations, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides direct occupational therapy services for the purpose of developing students' daily living skills in compliance with established goals and objectives.

- Provides services at multiple work sites for the purpose of providing direct therapy interventions and assistance as required.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Responds to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate.
- Complies with all school, district, state, and federal guidelines and Cumberland County Board of Education policies.
- Screens students for the purpose of determining the need for further individualized assessment.
- Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.
- Maintains a variety of records (confidential and non-confidential) and files for the purpose of enduring documentation for future reference in accordance with administrative and legal requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating equipment used in occupational therapy strategies; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

KNOWLEDGE is required to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; concepts of grammar and punctuation; health standards and hazards; safety practices and procedures; stages of child development; abnormal development and medical diagnoses related to Special Education funding categories; current OT treatment interventions; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 30% sitting, 70% walking, and % standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Bachelor's degree in job related area.

Requirement

Certificates & Licenses

Eligible for registrations as an Occupational Therapist with the
National Board of Certified Occupational Therapists or successful
Completion of the National Certification Examination and current
State of Tennessee Occupational Therapist License
Valid Driver's License and Evidence of Insurability

Continuing Educ./Training

Maintain Licensure

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

\$78 and hour.
Contracted as needed.