

# WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## Occupational Therapist Position Description

**LOCATION:** Special Services

**JOB CATEGORY:** Professional

**PAY GRADE:** Grade 30

**FSLA:** Exempt

**IMMEDIATE SUPERVISOR:** Director/Supervisor of Special Services

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

To develop and implement a program for facilitation, restoration and/or maintenance of optimum independence in students with disabilities whose adaptive skills and/or effective functioning in the school environment have been impaired.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- To perform functions in the following areas to increase functional independence in school:
  - a. General Development
  - b. Self-help or self-care required at school
  - c. Needs for individual and environmental adaptations
  - d. Functional Mobility
  - e. Motor skills and musculoskeletal system
  - f. Sensory motor integrative skills
  - g. Pre-vocational and vocational skills
  - h. Assistive Technology
- To serve as a member of an interdisciplinary team whose purpose is to provide an appropriate educational program for students with disabilities.
- To keep essential records necessary for the efficient operation of the program.
- To keep abreast of recent developments in occupational therapy and to show evidence of continuing professional growth.
- To maintain a close liaison with medical doctors.
- To adhere to the American Occupational Therapy Association Code of

Ethics.

- To perform other duties as assigned by the Director of Special Services.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Decision-making skills are an important aspect of this position, affecting a large segment of the organization, students, and teachers.

### **EDUCATION AND EXPERIENCE**

- Must hold a Bachelor's Degree or Master's Degree in Occupational Therapy from an accredited college or university.
- Have a valid National Board of Certification for Occupational Therapy, Inc. (NBCOT) state license.
- Current Virginia driver's license.
- Annual registration with the American Occupational Therapy Association (AOTA).

### **SPECIAL REQUIREMENTS**

Candidate must possess the ability to work cooperatively and effectively with a variety of adults and students. Must be able to provide own transportation to school-related functions, the homes of students, community agencies, and schools throughout the division. Frequent operation of office equipment is required. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: offices, conference centers, and classrooms. Frequent walking, standing, stooping, lifting, up to approximately 20 pounds, and occasionally lifting up to 40 pounds. Other limited physical activities may be required. Frequent operation of a vehicle and office equipment is required. Regular and frequent contact made at all organizational levels for the purpose of developing and achieving organizational goals and missions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work. Regular contact with students with special needs is a requirement. Contact with other staff members, community agencies, and parents is required. Frequent contact with parents by phone and in person may be necessary. Occasional contact with medical professionals may be required.

**EVALUATION**

The Director/Supervisor of Special Services will be evaluate performance in accordance with school board policy and administrative regulations on evaluation of personnel.