

TITLE**Occupational Therapist (OTR)****QUALIFICATIONS:**

1. Minimum of a Bachelor's degree in Occupational Therapy;
2. Licensed or eligible for licensure in Tennessee; and
3. Meets health and physical requirements.

JOB GOAL: Provide Occupational Therapy services which will enable eligible students with disabilities to benefit from their special education program.

ESSENTIAL FUNCTIONS:

1. Conduct OT evaluations to assist in determining the need for Occupational Therapy as a Special Education related service.
2. Attend IEP-Teams of eligible students to address the need for Occupational Therapy and/or develop appropriate OT goals and objectives.
3. Provide direct student OT intervention as determined in student IEPs.
4. Maintain partnership and open communication with Special Education case managers.
5. Educate appropriate school personnel in areas of positioning, maintenance of adaptive equipment, safety concerns, etc. related to the child.
6. Monitor student progress bi-monthly and review, on at least an annual basis, continued need for Occupational Therapy services.
7. Provide in-service and staff development to appropriate personnel regarding implementation of OT IEP goals and objectives.
8. Delegate activities to classroom personnel and parents, as appropriate, to carry-over IEP goals.
9. Consult regularly with students receiving OT with their educational staff working with these students.
10. Assist with the selection of adaptive equipment; distributing, and maintaining OT equipment and fabricating and modifying equipment as needed (splints, etc.)
11. Be knowledgeable of and comply with all Federal, State and local regulations, policies and procedures pertaining to the provision of related services to eligible students with disabilities.
12. Complete and maintain all records and reports pertinent to the performance of assigned responsibilities and duties in a timely, correct and efficient manner.
13. Maintain a daily log of activities carried out in the performance of assigned responsibilities and duties.
14. Move about the school system and community during school hours as needed, in the performance of assigned responsibilities and duties.
15. Assume full responsibility for maintaining all required professional endorsement, licensure, professional development and in-service, etc. required for employment in the position.
16. Stay abreast of changes and developments in the field by attending professional meetings, reading professional journals and other publications, and networking with other professionals in the field.
17. Assist the Supervisor of Exceptional Children's Services in evaluating the effectiveness of the Occupational Therapy services provided within the School System.

PHYSICAL DEMANDS

This job may require lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Pushing and/or pulling
2. Climbing

Job Description: Occupational Therapist Registered (Licensed)

3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

TEMPERAMENT (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with students.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
4. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
5. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.

WORK CONDITIONS

Normal working environment: 210 days typical seven hour day (8:00 a.m. – 3:00 p.m.).

This includes the traditional 200-day calendar worked by certified personnel (180 school days, 2 holidays, 10 vacation days, and 8 staff development/administrative days – in which the employee will evaluate particular needs of students and attend multidisciplinary team meetings including participation in IEP development, when needed).

The additional 10 days shall be 4 weeks of summer work (8:00 a.m. – 12:00 p.m.) providing specialized services for the identified students in need who are participating in the Extended School Year Program, established annually by the Supervisor of Special Education. Additionally, the employee shall complete thorough evaluations of new students and re-evaluations of identified students, when needed, as well as complete other duties as assigned by the Supervisor of Special Education.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Job Description: Occupational Therapist Registered (Licensed)