| Job Title | Occupational Therapist | Job Category | Special Education |
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| Department/Group | Special Education | Term of Contract | 9 months (187 days) |
| Location | Local schools/Central Office | Travel Required | Yes |
| Level/Salary Range | 9 month teacher | Position Type | Full Time |

| Reports to | Special Education Director |
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| **Job Description**  To provide appropriate educationally related therapy program to students with  disabilities who have been determined eligible for special education services. |
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**Responsibilities**

* Provide a thorough evaluation of motor needs of students
* Prepare and implement therapy program to achieve educational goals and objectives as outlined in Individual Education Plan (IEP).
* Train other school personnel to assist in implementation and monitoring of therapy program activities.
* Maintain current and accurate data required for a student’s file.
* Participate in Eligibility Determination Committee meetings as requested by Supervisor.
* Monitor and maintain departmental therapy equipment and supplies utilized in therapy program.
* Attend staff meetings as scheduled by Supervisor.
* Submit requested information to Supervisor in timely manner.
* Participate in IEP Conferences as necessary.
* Communicate with local school staff regarding student’s therapy program and any modifications or assistance needed.
* Maintain communication with parents, physicians and other caregivers regarding student needs, progress and program.
* Inform supervisor immediately of problems and/or sensitive situations.
* Keep informed of new developments in the profession via workshops, inservice training, etc.
* Assist in assessing facilities regarding accessibility for students with physical disabilities.
* Respond to request for assistance from immediate supervisor.
* Assume responsibility for acting as a representative of the Chilton County Board of Education in the solution of problems which might affect your specific assignment.
* Assumes responsibility to perform any work which is assigned by the superintendent of schools and/or his representative, including the immediate supervisor.

**Working Environment**

The usual and customary methods of performing the job's functions may require the following physical demands: some lifting, carrying, pushing, and/or pulling. This job is performed in a generally clean and healthy environment.

**Qualifications**

* Bachelor’s Degree or higher
* Licensure by State of Alabama to practice profession of Occupational Therapy

Board Approved October 19, 2021