

AUTAUGA COUNTY BOARD OF EDUCATION  
PERSONNEL DEPARTMENT  
153 West Fourth Street  
Prattville, Alabama 36067

**POSITION ANNOUNCEMENT**

March 11, 2024

**The Autauga County Board of Education is now accepting applications for the position of:** Occupational Therapist at the Special Education Department

**Job Description:** Please see the attached Autauga County Board of Education (ACBOE) job description for this position.

**Qualifications:** Bachelor's Degree or Higher with proper Licensure by the State of Alabama to practice profession of Occupational Therapy. Please see the attached Autauga County Board of Education job description for all the qualifications.

**Effective Date:** 2024-2025 School Year

**Salary:** \$63,439 - \$69,373

**Contract Length:** 187 days (9 months)

**Application Information:** Go to [https://ats1.atenterprise.powerschool.com/ats/app\\_login?COMPANY\\_ID=00008500](https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500) to complete the on-line application. On the Where do you want to work? page, click "Deselect All". Then click on the "+" located next to the Alabama State Department Education check box. Click the box next to District 5 and click "+" next to the District 5 box. Then check the box for Autauga County. Complete all sections of the application; do not put "see resume".

**Application Deadline:** March 18, 2024 or until filled

*The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.*

1 Attachment  
1. Job Description

## OCCUPATIONAL THERAPIST

POSITION TITLE: Occupational Therapist  
RESPONSIBLE TO: Superintendent of Education  
REPORTS TO: Special Education Director/Coordinator/Supervisor and School Principal

### QUALIFICATIONS:

1. Bachelor's Degree or Higher
2. Licensure by the State of Alabama to practice profession of Occupational Therapy
3. Valid Driver's License
4. Background Clearance (fingerprint)
5. Experience in children's therapy or school-based therapy preferred
6. Ability to provide or have access to appropriate transportation to perform job responsibilities at various school sites or other settings as required
7. Demonstrated proficiency in oral and written communication skills
8. Physical strength, emotional ability, and dexterity to perform required work
9. Physical ability to lift moderately heavy equipment, weight, or students

### PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Assesses student motor functions impaired or lost through illness, injury or deprivation that are relevant to educational programming.
2. Provides an individualized, detailed, and documented assessment of each student evaluated.
3. Develops and implements therapy programs to improve, develop, or restore fine motor functions.
4. Develops and implements therapy programs to improve the ability to perform tasks for independent functioning.
5. Develops and implements therapy programs to prevent initial or further impairment of loss of function.
6. Recommends environmental adaptations needed for students.
7. Provides consultation in ensuring adaptations, equipment and training is provided as needed to students, family members, and school personnel.
8. Monitors student performance and makes program changes as necessary.
9. Maintains accurate, complete and current records as required by law, Board policy, and administrative regulations.
10. Takes all necessary and reasonable precautions to protect students and to safeguard all equipment, materials, and facilities.
11. Participates as needed in IEP development, implementation, and meetings.
12. Provides information to teachers about student progress in therapy.
13. Provides consultative services to regular or special classroom teachers and/or parents in order to give them information on motor skills development, special materials, and procedures to be used in helping students.
14. Conducts and participates in parent conferences as needed.
15. Maintains appropriate confidentiality regarding school/workplace matters.
16. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
17. Properly uses and cares for equipment and material resources of the school system and effectively supervises and monitors others in the care, maintenance, and use of tools, equipment, and inventory.
18. Adheres to school system rules, administrative procedures, local board policy, and State and Federal rules and regulations.
19. Engages in professional growth and development activities.
20. Performs other duties as deemed necessary by the local board of education.

### JOB GOAL:

To evaluate motor function and to provide therapy activities/programs to enhance students' opportunity for optimal function within the school environment.