

**Job Title:** Occupational Therapist (OTR)

**FLSA Exemption Status:** Exempt

**Term:** 210

**Minimum 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 Objectives/Goals:**

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

**Responsibilities and 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.

### **Skills and Abilities Required:**

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.

### **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

**Reports To:** Special Education Supervisor

**Disclaimer:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job.

