



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Occupational Therapist
SCHOOL/DEPARTMENT	Assigned school(s)
SALARY	Salary Grade 78 plus supplement
FLSA STATUS	Exempt
REPORTS TO	Director and Assistant Director for Exceptional Children Services; Principal of assigned school(s)
SUPERVISES	OT Assistant; Students
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The Occupational Therapist performs difficult professional work identifying and treating at risk students in order to minimize the impact of their limitations on their educational and life pursuits. The OT leads the process in development, implementation and coordination of the occupational therapy program for their assigned schools. Their work involves screening, evaluations, educational program and transition planning, therapeutic intervention, and exit planning for their students identified with or suspected of having disabilities, that interfere with their ability to perform daily life activities or participate in necessary or desired occupations. Professional judgment and clinical knowledge are used to develop individualized programming based on occupational performance deficits in the areas of personal care, student role, interaction skills, process skills, play, community integration/work, and graphic communication. The OT is also responsible for documenting treatment planning and treatment activities, preparing evaluation reports, documenting student progress, documentation for Medicaid/ Fee for Service billing for all eligible students, consulting with parents, classroom teachers and agency representatives. Employee is also responsible for modifications of equipment and or environment and site based in-service training as necessary.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of principles, practices and procedures of specialty area
- Thorough knowledge of the principles and methodology of providing effective therapy for special needs students
- Thorough knowledge of and adherence to legal procedures contained in federal and state statutes and regulations regarding the provision of services to students with disabilities, including IDEA, HIPPA, and FERPA laws and guidelines
- Thorough knowledge of human development throughout life span, integrated with students' unique developmental status
- Knowledge of occupational therapy principles and methodologies related to the provision of school based intervention for children with special needs
- Thorough knowledge of anatomy, neuroanatomy, kinesiology, psychology and various medical diagnoses
- Thorough knowledge of normal and abnormal child development
- Thorough knowledge of departmental rules, regulations and procedures for delivering services
- Thorough knowledge of skill levels of the K-12 population
- Thorough knowledge of Individuals with Disabilities Educational Act (IDEA) and Individual Educational Plan (IEP) guidelines and procedures
- Thorough knowledge of the federal, state, local legislation, regulations, policies and procedures that mandate and guide occupational therapy practice in schools
- Thorough knowledge of school system and departmental rules, regulations, and procedures
- Considerable knowledge of appropriate evaluation tools
- Ability to interpret evaluation data and write a comprehensive report that reflects strengths and barriers (if any) to student participation and occupational performance
- Ability to establish and maintain standards of behavior
- Ability to articulate oral presentations and written reports
- Ability to establish and maintain effective working relationships with other staff, students and parents
- Ability to maintain a consistent schedule and travel between locations where students require services
- Ability to research and determine evidence based practice supporting therapy interventions

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's (Four Year) Degree in Occupational Therapy from an accredited occupational therapy professional program recognized by NCBOT
- Completed all fieldwork requirements
- Two (2) years of experience as an Occupational Therapist in a school system or pediatric practice setting
- Any equivalent combination of training and experience that provides the required combination of knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Initial Certification by national Board for Certification of Occupational Therapy
- Current license by the North Carolina Board of Occupational Therapy

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Five (5) years minimum experience working in a public school setting

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Advise administration and staff regarding bus safety; lifting and transfer techniques, architectural barriers and adapted equipment; oral motor techniques and precautions; medical precautions and feeding issues
- Perform additional duties as assigned by the Director or Assistant Director for Exceptional Children

1. **Identification, Evaluation and Planning**

- a. Collaborate with other disciplines to ensure team understanding of student occupational performance strengths and needs, through evaluation, educational program planning, and service delivery
- b. Assess student's ability using appropriate evaluation tools including standardized tests, observations, functional and behavioral assessments and review of medical and educational reports
- c. Conduct interviews with parents and staff to determine the need for a therapy intervention plan
- d. Synthesize evaluation results into comprehensive written report, reflecting strengths and barriers to student participation in the educational environment directly related to referral concern
- e. Develop occupationally based intervention plans based on student needs and evaluation results
- f. Participate in interdisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individualized education plans and intervention plans to achieve IEP goals

2. **Service Delivery**

- a. Consult with school-based team to achieve student outcomes
- b. Provide classroom programs, instruction in management techniques, adapted equipment, and environmental modifications including the identification of architectural barrier
- c. Educate students, educational personnel, and families to facilitate skills in areas of occupation as well as health maintenance and safety
- d. Monitor and reassess the effects of occupational therapy intervention and the need to continue, modify, or discontinue intervention
- e. Document occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate

3. **Program Administration and Management**

- a. Prioritize and schedule work tasks independently
- b. Manage inventory of therapeutic equipment and assessments checked out to the therapist and/or assigned school(s)
- c. Maintain clinical and administrative records in accordance with professional standards, state guidelines, and school system policy

- d. When assigned, provide legal and ethical supervision of occupational therapy assistant assuming responsibility for the students served by the assistant
 - e. Submit accurate and timely caseload information to supervisor based on monthly, quarterly or semester reporting periods
 - f. Log therapy services in electronic data management system for each session provided
4. Education
- a. Teach, monitor, and collaborate with educational personnel, community agencies, parents and students to increase understanding of the student's occupational performance.
 - b. Provide fieldwork education and supervision for occupational therapy interns
 - c. Participate in continuing education for professional development to ensure practice consistent with established best practice and NC licensure requirements
 - d. Use the professional Code of Ethics and standards of practice to guide ethical decision making in practice

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 40 pounds of force. Must be physically able to operate wheelchairs, feeders, standard mechanical toys, switches and other assistive technology used in therapy, etc. Must be able to frequently or constantly lift, carry, push, pull or otherwise move people and/or objects.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*