

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Occupational Therapist

## GENERAL DESCRIPTION

The essential function of the position within the organization is to plan, coordinate, deliver and evaluate occupational therapy services for eligible students. The position is responsible for evaluating and treating students with various disabilities, planning and coordinating services with teachers/staff/parents, preparing required reports and records, and performing related tasks as required. The position works independently, reporting major activities through periodic meetings.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Plans, coordinates and provides occupational therapy services to eligible students on the basis of a physical disability or inability to complete self-help and fine-motor tasks required in school.

Evaluates all students referred for occupational therapy; attends IEP meetings to assist in developing IEPs for each student on caseload.

Evaluates students for adaptive equipment needs; orders equipment necessary for students to function as independently as possible in the classroom.

Trains paraprofessional staff and teachers in the use of adaptive equipment and the implementation of therapeutic programming.

Collaborates with other staff, parents and professionals to ensure treatment is consistent in all environments.

Assists in monitoring District compliance and reports pertaining to occupation services.

Compiles data for and prepares various statistical, administrative and professional reports as required by the District and/or other agencies.

Provides in a timely fashion requested documentation of specialized student services in accordance with School Board criteria established for the purposes of the Medicaid Certified School Match program.

Receives and responds to inquiries, concerns and complaints regarding issues, programs, policies and procedures in areas of responsibility.

Attends training, conferences, workshops and seminars as appropriate to maintain certification and enhance job knowledge and skills.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data.

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities,

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duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

### **People Responsibility:**

*“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

### **Assets Responsibility:**

*“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

### **Mathematical Requirement:**

*“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

### **Communications Requirements:**

*“Communications” involves the ability to read, write, and speak.*

Reads journals and manuals; prepares specialized reports and business letters using proper format and grammar; speaks to groups of co-workers and people outside the organization.

### **Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

### **Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

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Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

## **Equipment Usage:**

*"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Supervises the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.*

## **Safety of Others:**

*"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

## **EDUCATION AND EXPERIENCE REQUIREMENTS**

### **Education Requirements:**

*"Education Requirements" refers to job specific training and education required for entry into the position.*

Requires a minimum of a master's degree in occupational therapy.

### **Licenses Certifications Registrations Required:**

*"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Must possess state licensure as an Occupational Therapist.

Requires a valid state driver's license.

### **Experience Requirements:**

*"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six months of related experience

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery, tools, or office equipment.

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**Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position may be exposed to bright/dim lights.

**Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception, and texture perception.

**American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Term of Employment:**

Annual Contract

**Reports To:**

Building Administrator

**Supervises:**

N/A

PAY GRADE: From: ILB01 To: ILPP03

Number of Months: 10 Number of Days: 196 Hours: 7.5

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Board Approved 3/18/2016