

Griffin-Spalding County School System

Title: Occupational Therapist	Category: Student Support Services
Job Details: 190 Days/Exempt/Full-Time	Reports to: Director of Special Education
Updated: 7/01/2018 Reviewed: 7/01/2018	Salary Schedule: Teacher

JOB SUMMARY

Provides educational occupational services to students with disabilities to provide support for student achievement.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all duties and responsibilities performed by incumbents of this class.)

- Collaborates with other disciplines to ensure team understanding of student occupational strengths and needs, through evaluation, educational program planning and service delivery
- Synthesizes evaluation results into a comprehensive written report which reflects strengths and barriers to student participation in the educational environment, directs program development and guides evidence-based intervention
- Develops occupationally based intervention plans based on student needs and evaluation results
- Participates in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations and develop individual education plans and intervention plans to achieve IEP goals
- Documents occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate
- Manages inventory of therapeutic equipment and assessments and project needs for budget planning
- Manages clinical and administrative records in accordance with professional standards, state guidelines and school system policy
- Teaches, monitors and collaborates with educational personnel, community agencies, parents and students to increase understanding of the student's occupational performance
- Participates in continuing education for professional development to ensure practice consistent with best practice and to meet Georgia licensure requirements
- Uses professional literature, evidence-based research and continuing education content to make practice decisions
- Ability to interpret the evaluation data and write a comprehensive report that reflects strengths and barriers to student's participation and occupational performance
- Adheres to federal and state legislation, regulation and policies that affect occupational therapy practice.
- Maintains prompt and regular attendance
- Performs other duties as assigned

SUPERVISES

- No supervisory responsibilities

MINIMUM QUALIFICATIONS

- Current Occupational Therapist license issued by State of Georgia

PREFERRED QUALIFICATIONS

- Master's Degree
- Previous work in a school system

COMPETENCIES NECESSARY TO DO THE JOB

- Ability to interpret assessment results to teachers, parents and other personnel
- Skill in effective oral and written communication
- Knowledge of current legal mandates (federal and state), compliance issues, confidentiality requirements, funding procedures and requirements
- Ability to select and provide a wide range of intervention strategies and monitor effectiveness
- Ability to plan, coordinate and provide training and continuing education both formally and informally to parents, school administration, school staff, community agencies, staff and other professionals.
- Physical ability to execute job responsibilities that may include: transferring and/or lifting students or equipment and managing equipment
- Routine physical activities that are required to fulfill job responsibilities; ability to lift a student up to a weight of 40 pounds without assistance; ability to perform a two person lift for students over 40 pounds
- Written and oral communication
- Organizational and planning skills
- Ability to maintain emotional control under stress
- Ability to be regularly, predictably and reliably at work
- Ability to perform routine physical activities that are required to fulfill job responsibilities

EVALUATION

- Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of professional personnel.

