

**EMPLOYEE NAME:** \_\_\_\_\_

 Created: 1/86; 3/86; 2/88; 8/89; 12/91; 6/92; 3/93; 11/94;  
 2/95; 10/96; 2/97; 12/97; 11/98; 2/07; 4/14; 7/17;  
 6/18; 8/24

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Occupational Therapist	<b>JOB CODE:</b> 483A
<b>DIVISION:</b> Academic, Support and Specialized Services	<b>SALARY SCHEDULE:</b> Occupational & Physical Therapist
<b>DEPARTMENT:</b> Special Education	<b>WORK DAYS:</b> 188
<b>REPORTS TO:</b> Assistant Director, Related Services	<b>PAY GRADE:</b> NP0 (1, 2, 3, or 4)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Responsible for evaluating and providing occupational therapy services to students with disabilities that impact their ability to participate in their educational environment. This role involves working closely with students, educators, and families to develop and implement individualized education plans (IEPs).	
<b>REVISION DATE(S):</b> 8/24	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: Occupational Therapist license
3.	Experience: None
4.	Physical Activities: 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
5.	Knowledge, Skills, & Abilities: Written and oral communication, planning and organization

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Conducts comprehensive evaluations to assess the student's skills, functional abilities, and participation in classroom activities.
3.	Prepares detailed reports including interpretation of assessment findings and communicate the results to teachers, parents, and other district personnel.
4.	Participate in IEP meetings and contribute to the development and review of the student's IEP.
5.	Administers occupational therapy services in accordance with the student's IEP.
6.	Develops, administers, monitors, and adapts treatment plans to ensure progress including observation of their performance and responses to therapy towards the student's IEP goals and objectives.
7.	Collaborates and trains teachers and designated staff on how to integrate therapeutic strategies, accommodations, and/or adaptive devices into the classroom setting to ensure consistency.
8.	Maintains accurate and confidential records of therapy session, progress, assessments, and IEP documents in accordance with HIPAA and FERPA regulations.
9.	Ensures compliance with federal, state, and local regulations and standards for occupational therapy services and evaluations.
10.	Engages in ongoing professional development opportunities to stay current with best practices and advancements in occupational therapy to maintain current Georgia licensure.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_