

DE SOTO #73 PUBLIC SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Registered Occupational Therapist (OTR)
STATUS: Exempt
REPORTS TO: Director of Special Education; Building Principal
PAY CATEGORY: Teacher Salary Schedule

POSITION SUMMARY: The Registered Occupational Therapist (OTR) will provide occupational therapy and evaluations/consultations to meet students' educational needs. The OTR will communicate, train, and consult with all necessary staff on the use of materials and equipment, and provide direct occupational therapy services to eligible students within the district.

UNIVERSAL EXPECTATIONS:

1. Recognize that every position in the district contributes to student academic achievement and serves as a role model for all students.
2. Lead within your department/building to create learning environments and experiences that directly contribute to student academic achievement.
3. Collaborate to identify and respond to student needs in order to support academic achievement.
4. Prepare for work in a way that supports student academic achievement.
5. Engage in positive interactions and strengthen relationships with families and community members to support students' academic achievement.
6. Actively participate in district processes to support continuous improvement aimed at increased student academic achievement.

ESSENTIAL FUNCTIONS:

1. Provides continuous improvement to increase student academic performance.
 - a. Assesses students' fine motor/visual motor functioning for the purpose of determining their deficits and developing recommendations.
 - b. Implements therapeutic activities and instructs students, teachers, parents and other involved persons (e.g. positioning, adjusting special equipment, etc.) for the purpose of providing appropriate care to students and/or supporting the student's IEP plan.
2. Performs duties which assist with supporting the needs of the classroom for students.
 - a. Collaborates with teachers, parents, and/or other personnel for the purpose of providing requested information, developing plans for services and/or making recommendations.
 - b. Provides classroom staff and/or parents with ideas for the purpose of improving fine motor/visual motor functioning of students.
 - c. Provides direct and/or consultative occupational therapy services to students with educational occupational therapy needs for the purpose of ensuring compliance with established practices and procedures.
 - d. Demonstrates interpersonal effectiveness in interactions with administrators, classroom teachers, parents, special education personnel.
 - e. Provides ongoing consultative services to the school, community, and parents regarding student's educational needs.
3. Regularly communicates with appropriate individuals to support student academic performance.
 - a. Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information
 - b. Communicates effectively in writing. Utilizes jargon, abbreviations, and special terms only when necessary for effective communications.
 - c. Ability to effectively present information and respond to questions from administration, faculty, parents, students, and the school community.
 - d. Coordinates assigned projects and/or activities (e.g. proper distribution of materials to a variety of departments, arrangements for meetings/scheduling staff, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
 - e. Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction, via telephone, email, and in person.
 - f. Provides effective staff communication; collaborate and resolve conflicts with others.
 - g. Promotes a positive image of De Soto Schools to students, staff and visitors.

4. Completes reports and creates and maintains a variety of records.
 - a. Prepares a wide variety of written materials (e.g. draft evaluation findings, observations, proposed occupational therapy IEP goals, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
5. Transports self between multiple sites within the district for the purpose of providing educational occupational therapy to students.
6. Maintain and submit all direct billing into Therapy Log for Medicaid billing.
7. Create and submit all reports and data required by state and federal law and the Superintendent when requested.
8. Set high expectations and model behaviors that foster mutual respect, integrity, accountability, and commitment.
9. Employs sound fiscal management procedures, methods, and techniques. Follows all fiscal management policies and procedures.
10. Works cooperatively with other staff members.
11. Continue one's own lifelong learning, develop talent and leadership skills in others, provide critical feedback, and receive critical feedback in order to maintain high standards for one's self and one's school.
12. Engages in professional development to stay current on researched-based instructional strategies and services, and seeks additional resources and assistance as needed to meet the individualized needs of students.
13. Exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with staff, students, and patrons.
14. Regular and consistent attendance is an essential function of this position.
15. Required to follow all Board policies, regulations, and procedures.
16. Performs all other duties as dictated by law and/or assigned by the Superintendent of Schools or designee.

BASIC REQUIREMENTS:

1. Graduate of an accredited Occupational Therapist (OT) program.
2. Must be registered with NBCOT.
3. Current state licensure.
4. Ability to lift, push, and pull up children.
5. Ability to work independently.
6. Excellent human relation skills.
7. Knowledge of office equipment (computers, copiers, fax machines, and related items).
8. Follow federal, state, and local legal guidelines and Board policies and procedures.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must frequently talk, listen, hear, and respond. The employee is required to have the ability to communicate both verbally and in writing, and interact effectively. While performing the duties of this job, the employee may be required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms. The employee is frequently required to stand and walk. The employee will frequently stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination. The employee may lift, carry, or push up to 100 pounds, such as, to lift students and other equipment. The foregoing is not an exclusive list, and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised. The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment ranges from a quiet to loud level. The employee interacts with students, staff, and the public. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Supervisor.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.

De Soto #73 Public School District is an equal opportunity employer. All aspects of the District programs are offered without regard to race, color, national origin, sex, sexual orientation, gender identity, age, or disability in compliance with employment procedures.