TITLE: **Substitute Occupational Therapist**

QUALIFICATIONS:

1. Must have a Bachelor’s degree and be a graduate of an occupational therapy school approved by the American Medical Association and the American Occupational Therapy Association
2. Certified by the Occupational Therapy Certification Board (OTCB)
3. Hold a Kentucky Occupational Therapy license
4. Knowledge of etiology, characteristics and prognosis of major disabling conditions
5. Knowledge of a variety of treatment techniques, and their indications and contraindications
6. Ability to conduct and interpret occupational therapy evaluations
7. Knowledge of normal developmental sequences and learning patterns
8. Knowledge of the role of an occupational therapist and the ability to explain that role to others

REPORTS TO: Director Special Education Services

JOB GOAL:

1. Registered occupational therapists in public schools are considered to be related service personnel. The occupational therapist is responsible for assessment, planning, and goal development and for providing appropriate intervention services designed to enhance the student's potential for learning, to assist the student in acquiring those functional performance skills needed to participate in and benefit from the educational environment, and to help the student function independently
2. The Occupational Therapist will assist students to benefit from Special Education by providing Occupational Therapy Services to include:
* Fine and oral motor functioning; e.g., grasp, coordination of two-handed activities
* Perceptual motor programs to improve motor planning, body scheme, visual and spatial perception, sequencing, and problem-solving
* Activities of daily living and independent living, e.g., feeding, dressing, toileting, home living skills, working and keyboarding to enhance functional ability

PERFORMANCE RESPONSIBILITIES:

1. Monitor the use of splints and other adaptive devices designed to enhance independence in the education setting, e.g., writing, typing, feeding and positioning
2. Obtain necessary background information on each student to include referral necessary to fulfill legal and liability requirements; maintain ongoing communication link with other personnel as needs of each student indicates; interpret pertinent information to educational personnel
3. Provide individual assessment of referred students and, where indicated, recommendations for educational personnel
4. Plan and develop therapeutic intervention goals and objectives in collaboration with staff that are educationally relevant and will be used in students' educational programs
5. Establish a system of documentation that is professional, efficient, accountable and conforms to state and district policy
6. Interact with teachers, parents and therapists to integrate services, goals and program plan into the Individual Education Program
7. Participate in Student Intervention Team (SIT) and Admissions and Release Committee (ARC) meetings
8. Assist in the implementation of therapy programs to meet IEP goals
9. Develop plan to implement individual student goals which may include activities and exercises at school and at home
10. Assist the special education teachers in modifying classroom activities
11. Teach parents, teachers and assistants how to implement programs
12. Manage student behavior during therapy
13. Suggest material needs and designs modification to meet individual needs of the student
14. Document the evaluation and objective recordings of progress on individual students. Maintain data related to services
15. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERMS OF EMPLOYMENT:

* As Needed
* Assignments are arranged through the Director of Special Education
* Board approved