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|  | **JOB TITLE** | OCCUPATIONAL THERAPIST |
| **REPORTS TO** | DIRECTOR OF SPECIAL EDUCATION |
| **SALARY SCHEDULE/GRADE** | HEALTH & WELLNESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 186 DAYS, 8 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7291 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination of experience and training that would likely provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:Bachelor of Science or Master’s degree in Occupational Therapy from an accredited college or universityValid Occupational Therapy license by the state of Kentucky Occupational Therapy National Board Certification |

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| **POSITION SUMMARY** |
| The Occupational Therapist will identify and evaluate children who may need special education services, meet with appropriate committees, and assist in making appropriate educational recommendations, while serving with the psychologists, the educational evaluator and other staff as support personnel to the special education and regular education teachers.  |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Design and evaluate the occupational therapy program, procedures and assessment so that it supports the core priorities of Nelson County Schools.  |
| Assist with the screening and referral process for students who are experiencing difficulty in the classroom. |
| Prepare, implement and evaluate individual students in accordance with district policies and OT guidelines.  |
| Provide assessments for referred individuals, which may include developmental level, sensorimotor, neuromuscular, fine motor, perceptual motor, self-help, and pre-vocational skills.  |
| Attend ARC meetings as required unless parent signs the excusal form.  |
| Provide annual reports, service logs and maintenance of appropriate records. |
| Assist the special education teacher in developing the IEP which will also act as the treatment plan. |
| Provide activity suggestions and modifications for the classroom and the home, when appropriate. |
| Provide therapy services as outlined in students’ Individual Education Plans |
| Monitor, order and evaluate equipment needs.  |
| Supervise and coordinate the strategies, modifications and assistive technology devices recommended for individual students to the assigned staff; provide overall supervision of the occupational therapy program at assigned schools. |
| Train school personnel on use of assistive technology devices/therapeutic equipment as necessary; maintain equipment in proper working condition. |
| Determine, recommend, and oversee equipment and architectural/environmental modifications which will allow the student to function more independently.  |
| Provides consultation and training to school personnel and families as outlined in the IEP. |
| Remain current and updated on school related occupational therapy practice through workshops, conferences, seminars and in-services.  |
| Continue professional growth ECU as mandated yearly by KOTB. |
| Maintain confidentiality of students and/or staff. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Principles and techniques of occupational therapy.  |
| Laws and regulations concerning medical records and therapeutic services.  |
| Neurology, anatomy, neuroanatomy and physiology.  |
| Crafts including materials and equipment required, analysis of physical requirements, analysis of exercise or other contributions as treatment for special disabilities, contraindications for use as treatment for specific disability or when other conditions exist.  |
| Methods, materials, and equipment used to alter existing or fabricate specialized equipment.  |
| Safety precautions including hazards associated with student's specific activities.  |
| Verbal and written communication skills. |
| Health and safety regulations.  |
| Principles of training and supervising staff.  |
| Provide occupational therapy to eligible individuals.  |
| Read, interpret, apply and explain rules, regulations, policies and procedures.  |
| Maintain current knowledge of related technological advances and other matters.  |
| Meet schedules and timelines.  |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking Communicate effectively using speech, vision and hearing Use of hands for simple grasping and fine manipulations Bending, squatting, crawling, climbing, reaching Requires the ability to lift, carry, push or pull light weights, up to 30 pounds.  |