

TITLE: Occupational Therapist

QUALIFICATIONS Certification of good health signed by a licensed physician; Bachelor's degree; Licensed by the Kentucky Board of Licensure for Occupational Therapy.

REPORTS TO: Director of Special Education Programs

JOB GOAL: To provide students with occupational therapy services necessary for them to benefit from special education and within the guidelines, legal obligations, standards, policies and procedures of the federal, state and local educational agencies.

PERFORMANCE RESPONSIBILITIES:

Conducts fine motor and sensory screens to aid the school in identifying potential barriers to learning. Consults with staff to provide intervention strategies to address these barriers within the regular education program.

Administers, scores and interprets assessments for students referred for testing by the Admissions and Release Committee (ARC), which may include fine motor, sensory, perceptual manipulation skills and pre-vocational testing.

Provides the ARC with a written report of functioning which compiles and organizes evaluation data in a clear and concise format for the purpose of establishing a student's eligibility for school-based occupational therapy services.

Guides the ARC through the process of examining the evaluation data and applying criteria for determining a student's eligibility for school-based occupational therapy services.

Provides the ARC with data to be used as a basis for developing an individualized education program that will meet the student's unique instructional needs.

Guides the ARC through the process of developing an individualized education program to address deficits when eligibility criteria is met.

Consults with teachers to modify and/or adapt curriculum, materials and instructional strategies in the regular or special education classroom to address deficits interfering with learning. Documents that as a component of the individualized education program or instructional modification plan.

Provides direct and/or collaborative therapy in the regular, special education and/or resource room as specified on the student's individualized education program.

Monitors on-going specialized occupational therapy programming being provided by teachers and/or trained paraprofessional.

Monitors implementation of the individualized education program as related to a student's deficits. Maintains documentation of student progress to achieve short-term objectives.

Guards the confidentiality of due process records.

Maintains accurate and precise assessment records and student files.

Monitors caseload for completion of evaluations, annual review, temporary placements and trial placements within specified time lines.

Performs other duties consistent with the position as assigned by supervisor.

TERMS OF EMPLOYMENT: Term contract with specified beginning and ending dates as indicated in letter of employment. Hours are as designated by the Director of Special Education.

EVALUATION: Evaluation of the performance of this job will be conducted according to the procedures developed for all district personnel.

SALARY: \$262.22 daily based on 0 years experience

CONTRACT: 204 Days

APPLICATION PROCEDURE:

- **Complete** the **online** application at: Covington [Independent Schools - Frontline Recruitment \(applitrack.com\)](https://independent-schools-frontline-recruitment.applitrack.com)
- **In-district** applicants complete the **Internal** application and apply to the posting.
- **Out-of-district** applicants complete the **Certified** application and apply to the posting.
- Please direct questions about the online application process to **Dawn Vancini** at dawn.vancini@covington.kyschools.us.
- For information regarding the position contact **Sarah Graman** at sarah.graman@covington.kyschools.us.
- This position will be filled as soon as possible following the application deadline. All applications will be evaluated and screened.

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