

ADMINISTRATIVE REGULATION

JOB DESCRIPTION:

OCCUPATIONAL THERAPIST 1022.17AR

MINIMUM QUALIFICATIONS:

1. Licensed/registered occupational therapist in the State of Kentucky.

REPORTS TO: Director of Exceptional Children Services

JOB GOAL: To identify and evaluate students who may need special education, to meet with appropriate committees, and to assist in making appropriate educational recommendations. The occupational therapist will serve with the psychologists, and other support staff as support personnel to the special education teachers. In addition, the Occupational therapist will complete evaluations, assist in determining placements, and provide assistance to general education teachers. The occupational therapist will provide the services outlined in the Individualized Education Plan.

PERFORMANCE RESPONSIBILITIES:

1. Assure compliance with established state and federal laws, regulations, policies and procedures.
2. Assist with the screening, and referral process for students who are experiencing difficulty in the classroom.
3. Completes appropriate battery of tests for initial evaluation within mandated timelines.
4. Complete re-evaluations of all identified students within mandated timelines.
5. Prepare written evaluations and maintain records which clearly and succinctly documents services provided, students' progress and dismissal from therapy as recommended to the Admissions and Release Committee.
6. Attends ARC meetings following the completion of evaluations, effectively share results with parents and educational staff and participate in the eligibility determination process in accordance with state and local school requirements.
7. Provide written reports and maintenance of appropriate records.
8. Participates in the multidisciplinary team process regarding eligibility issues, Individualized Education Plan development, consultation of services and service delivery models.
9. Provide therapy services as outlined in students' Individualized Education Plans.
10. Comply with all Medicaid requirements for school-based services.
11. Other duties as may be assigned by the Director of Exceptional Children Services

TERMS OF EMPLOYMENT:

Compensation will be based on 185 contract days, 7.5 hours per day, and on the board-approved **31SW salary schedule**