

## Union Public Schools Job Description

**Position Title:** Occupational Therapist  
**Department:** Special Education  
**Reports To:** Director of Special Services

**FLSA Designation:** Non-exempt

**SUMMARY:** Evaluates students to determine their functional level and identify special needs. Plan and implement therapeutic activities to assist special education students to benefit from their educational experiences.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Implementation to meet the IEP goals; Program planning and management.
- Provides training to the appropriate persons to carry over therapy goals in the school setting
- Maintains equipment/room maintenance.
- Program services include: self help, functional mobility, environmental adaptations/adaptive equipment, positioning, motor functions, sensory processing, pre-vocation/vocational skills.
- Functions as a team member for MET's, IEPC's and maintain contact with school, family, physicians and agencies.
- Screens, evaluates and reassesses to develop IEP.
- Formulates OT policies and procedures.
- Schedules students for evaluation and treatment.
- Assigns and supervises caseload and responsibilities of the COTA.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Students

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Certification by National Registration Exam.

**CERTIFICATES, LICENSES, REGISTRATIONS:** License from the State of Oklahoma to practice OT.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to staff, students, and the school community.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform mathematical operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.