

North Wasco County School District
Job Description – Occupational Therapist

Title:	Occupational Therapist
Classification:	Licensed
Reports To:	Director of Student Services
Work Year	190 Days/Year

Job Purpose Statements:

The Occupational Therapist job assesses fine motor/functional skills, identifies educationally-relevant accommodations/adaptations and/or develops and implements instructional or therapeutic interventions, as indicated, for students. This position exercises professional judgment and utilizes clinical knowledge to develop individualized programming for students based upon screening and evaluation.

Job Qualifications & Licensure:

- Knowledge of human development throughout the life span and how it integrates with student's unique developmental status.
- Knowledge of the federal, state, local regulations, policies and procedures that mandate and guide occupational therapy practice in schools.
- Ability to participate collaboratively with multi-disciplinary educational teams.
- Excellent oral and written communication skills.
- Valid driver's license and vehicle available.
- Ability to lift students according to acceptable risk factors guidelines (up to 50 pounds maximum without additional support). Exact lifting requirements will vary based upon student weight, tone, and transfer positions/space.
- Credentials meeting current certification requirements as set forth by the American Occupational Therapy Association and other certification requirements of the State of Oregon.
- Graduate of an accredited college of Occupational Therapy.
- Oregon Occupational Therapy License.
- Criminal Justice Fingerprint Clearance; successful completion of district required drug screening, completion of Blood Borne Pathogens training.

Skills, Knowledge and/or Abilities

- Assesses and evaluates students to determine current level of performance.
- Determines level of service based upon current assessment(s).
- Drafts and implements Individual Education Program (IEP) based upon student needs.
- Participates as a member of an interdisciplinary team in planning and implementing student programs.
- Schedules instruction and/or occupational therapy to coordinate with classroom activities and services from other disciplines.
- Provides instruction and/or occupational therapy to students.
- Prepares specialized materials and devices.
- Documents student progress and monitors student performance.
- Provides general information to staff, parents, volunteers and community regarding the District's occupational therapy program and services.
- Acts as a liaison with related professionals, parents and/or agencies to coordinate student services.
- Attends required meetings and trainings.
- Maintains records and writes reports.
- Performs other related duties as assigned by the Supervisor, or which are indicated to assure the physical and emotional well-being of students.
- Adheres to policies of the district and procedures of the department.

Other Job Functions:

- Maintains and submit records and reports to the Supervisor related to occupational therapy.
- Acts as a resource person in the area of occupational therapy services.

Experience Preferred:

- Experience providing occupational therapy services to K-12 Special Education students.

Workplace Expectations:

- Work effectively with and respond to people from diverse cultures or backgrounds.
- Demonstrate professionalism and appropriate judgment in behavior, speech and dress in a neat, clean and appropriate professional manner for the assignment and work setting.
- Have regular and punctual attendance.
- Confer regularly with other licensed staff and immediate supervisor.
- Follow all District policies, work procedures and reasonable requests by proper authority.
- Maintain the integrity of confidential information relating to a student, family, colleague or District patron.

Physical Requirements:

- In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input checked="" type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input type="checkbox"/> 5-8 hrs
 - Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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 - Employee may use feet for repetitive movement as in operating foot controls:

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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 - Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
 - Lifting:

<input type="checkbox"/>	Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/>	Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/>	Medium Work: Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/>	Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
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Mandatory Child Abuse Reporting: As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

EMPLOYEE STATEMENT:

"I have reviewed the above position and understand its content. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential responsibilities of the above position with or without reasonable accommodation(s). If I require accommodations(s) in order to fulfill any or all of these responsibilities, I agree to provide information to the District regarding the requested accommodation(s)."

Print Name

Employee Signature

Date