

TITLE: Occupational Therapist**JOB SUMMARY**

The District Occupational Therapy position leads the process in the development, implementation, and coordination of the occupational therapy services through the Special Education Department of Teton School District #401 (preschool through high school settings). Functioning as a member of the educational team, the occupational therapist is involved with screening, evaluation, educational program and transition planning, therapeutic intervention, and exit planning for students identified with or suspected of having disabilities that interfere with their school performance. Professional judgment and clinical knowledge are used to assist in the development of individualized programming based on occupational performance deficits in a wide variety of areas, such as personal care, student role, interaction skills, play, perceptual fine motor skills, handwriting, sensory processing, assistive technology, environmental modifications, adaptive equipment use. Regular collaboration and coordination with other disciplines and services within the school setting is necessary in order to provide appropriate, best-practice occupational therapy services to students in Teton School District #401.

REPORTS TO: Special Education Director and Building Administrator

SUPERVISORY RESPONSIBILITIES: Classroom, students, paraprofessionals as assigned by Administrator

PROFESSIONAL REQUIREMENTS

- Appropriate License and Certification necessary to perform duties in Idaho School Districts, including Medicaid billing as applicable.
- Fingerprint/Criminal Justice Clearance
- Ability to perform duties in accordance with general educational ethical requirements of Teton School District 401 and the State Department of Education.
- Positive Public Relations Skills
- Daily schedule varies due to multiple school responsibilities and the therapist will need a valid driver's license and personal transportation.
- Valid Idaho Education Credential (Pupil Personnel Certificate) endorsed for Occupational Therapist (Recommended).

DUTIES AND RESPONSIBILITIES

- Collaborates with other disciplines to ensure team understanding of student occupational performance
- Evaluates the student's ability and formulates the student's occupational profile through a variety of functional, behavioral, and standardized assessments, skilled observation, checklists, histories, and interviews.
- Synthesizes evaluation results into a comprehensive written report which reflects strengths and challenges to student participation in the educational environment; directs program development; and guides evidence-based intervention.
- Develops occupationally-based intervention plans based on student needs and evaluation results and provides those services through the IEP.
- Participates in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans and intervention plans to achieve IEP goals.
- Provides targeted, evidence-based therapeutic intervention to facilitate student participation and occupational performance within the school environment.
- Consults with the school-based teams to achieve student outcomes.
- Professional judgment is utilized to determine which service delivery model is appropriate to meet the student's educational needs (such as: direct, indirect services on behalf of the student, consultation, collaboration, 1-1, group interventions). These services are coordinated with student and class scheduling.
- Adapts and modifies the environment to meet individual needs and help students function as independently as possible; this may involve initial training of instructional staff for consistency and safe use of equipment.

- Within the IEP process, monitors and reassesses the effects of occupational therapy intervention and the need to continue, modify or discontinue intervention.
- Documents occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate.
- Serve as a resource to staff members in the development of a program for oral communication and speech improvement.
- Establish and maintain standards of student behavior.
- Participate as team member for problem-solving, evaluation and IEP meetings and maintain all required records.
- Maintain inventory of equipment and supplies.
- Complete appropriate reporting requirements in a timely manner.
- Complete timely Medicaid billing submissions as applicable.
- Evaluate and suggest revisions to the program, as needed.
- Any other duties as directed by the Building Administrator or Special Education Director.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the employee frequently stands, walks, sits, and demonstrate a variety of motor skills with students and staff. Also, physical contact with students may be necessary during specific activities and various degrees of physical support and lifting may be required during movement, transfers, instruction. The employee may occasionally push or lift up to 50 lbs., such as boxes of books and AV/VCR carts. Specific vision abilities required by this job include close vision such as ability to read handwritten or typed material, far vision such as to observe students, and the ability to adjust focus. The position requires the individual to successfully meet multiple demands and interactions with the public and other staff. The noise level in the work environment is generally moderate. Duties are performed indoors and occasionally outdoors.

COMPENSATION:

- Compensation & Benefits TBD based on employee or contracted service provider:
 - Annual district employee.
 - Yearly district employee contract based on academic calendar as determined by the Board of Trustees and employee placement on the district's current career ladder schedule. Placement is determined by employee's experience and education level.
 - Additional stipends dependent on experience and qualifications.
 - Comprehensive benefit package.
 - Certain specific assignments may require additional work days (extended contracts) as determined by district administration.
 - Professional Development Allocation
 - Eligibility for Leadership Premium
 - Contracted Related Service Providers
 - Hourly rate TBD
 - Requires contractor to maintain personal liability insurance and/or workers compensation insurance (as applicable)

EVALUATION

Employee's performance in this position will be evaluated by the Director of Special Education and/or designee in conformance with district policy.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environments described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed are representative of the knowledge, skill, and/or ability required. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.