

JOB DESCRIPTION

Position Title: Occupational Therapist Department: Day School

Reports To: Director of Education Effective Date: February, 2011

Executive Director Approval: _____ FLSA Status: Non-Exempt

Employee Signature: _____ Date: _____

POSITION SUMMARY:

Plan and conduct individual and group occupational therapy for students to help develop, regain, or maintain their ability to perform daily activities based on the needs identified in their Individualized Education Programs (IEPs). Collaborate with team members to ensure student programs are implemented appropriate throughout the day.

ESSENTIAL JOB FUNCTIONS:

- Evaluate students receiving services to collect information on type and degree of impairment in order to develop individualized lesson plans and to prepare instructional materials that reflect understanding of the learning styles and needs of assigned students. The therapy program shall involve activities, such as manual arts and crafts, practice in functional, prevocational, vocational, homemaking skills, activities of daily living; and participation in sensorimotor, educational, recreational, and social activities. Work closely with IEP team of students receiving services to coordinate therapy with other activities.
 - Record information on the initial evaluation, treatment, and progress of assigned students.
 - Design and construct special equipment for students and recommend adaptations to learning environment. Teach students skills/techniques in utilizing adaptive equipment. Ensure that all therapy equipment is functional and operating according to safety standards.
 - Develop, implement and monitor the students' IEPs in collaboration with instructional staff, parents, and other IEP team members. Participate in IEP meetings as requested. Support instructional staff with implementing OT related strategies based on student needs and IEP goals.
 - Assist in the implementation of the plan for managing student behaviors in accordance with established guidelines using a variety of positive behavioral supports.
 - Conduct research on occupational therapy topics and special education to keep abreast of developments in the field. Provide occupational therapy training for staff development. Participate in weekly classroom meetings to provide input, and become familiar with the protocols of each student served.
-

ESSENTIAL JOB REQUIREMENTS:

EDUCATION Bachelor's degree in Occupational Therapy and a valid license issued by the Virginia Board of Medicine or qualify to obtain a Virginia license.

JOB DESCRIPTION

EXPERIENCE	0 years experience. Experience in autism and/or special education preferred.
PHYSICAL REQUIREMENTS	Regularly required to walk, sit, reach with hands and arms, stoop, kneel, crouch, talk and hear. Frequently required to stand and occasionally run. After proper training required to physically assist or restrain students when necessary. Exposure to physical risk including but not limited to biting, hair pulling, kicking and spitting.
ADDITIONAL REQUIREMENTS	Must undergo criminal background checks and child protective service registry check. Must also obtain TB screening upon employment. Will participate in training required by regulatory authorities.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, students or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.