

Occupational Therapist

Job Title: Occupational Therapist
Department: Instructional Support
Reports to: Principal/Director and District Student Services Director
Classification: Exempt
Category: Professional Staff

Summary

An occupational therapist provides non-instructional services to students.

Essential Duties and Responsibilities

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

An individual who holds this position must:

- Provide planned instruction and therapy according to the Individualized Education Plan (IEP), individual needs, interests, and abilities for qualifying students.
- Employ a variety of instructional techniques and materials, not limited to Assistive Technology, which is consistent with the needs and abilities of the students involved.
- Develop, implement, and monitor IEPs for each qualifying student.
- Develop and maintain a classroom/therapy environment conducive to effective learning.
- Establish and maintain open lines of communication with students and their parents/guardian concerning both the academic, behavioral, and therapeutic progress of all assigned students.
- Collaborate with other staff members to meet the holistic needs of assigned students and in planning and implementing the instructional goals, objectives, and methods.
- Evaluate and write evaluation reports and IEPs for each student upon referral and continuously throughout their program.
- Maintain accurate, complete records as required by law, District policy, and administrative regulations.
- Perform screenings for OT services.
- Maintain lists and schedules of referred, screened, and eligible students receiving therapy or other school provided OT services.
- Deliver services that are billable to MO HealthNet and keep adequate records to support the billing process.
- Fulfill any OT services district subcontracts to other districts and entities.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

None

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Qualifications

Education – Completion of degree and certificate in Occupational Therapy from an Accreditation Council for Occupational Therapy Education (ACOTE) approved and accredited program.

Certificates, Licenses, Registrations – Valid Missouri license by the Board of Occupational Therapy, Division of Professional Registration.

Skills and Abilities

Language

An individual who holds this position must have the ability to:
Read and comprehend simple written and oral instructions, short correspondence and memos.
Write short correspondence and memos.
Communicate one on one and in small groups.

Reasoning

An individual who holds this position must have the ability to:
Understand and follow verbal and written instructions.
Occasionally solve problems involving concrete variables within standardized situations.

Technology

Basic computer skills including word processing and data entry.

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 essential functions.

An individual who holds this position:
Is frequently required to stand, stoop, bend and kneel.
Must have both close and distance vision.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising outdoor activities.