

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Occupational Therapist

FLSA Status: EXEMPT

Classification: Certified

Terms of Employment: 7 hours per day, 183 days

JOB GOAL: Provide occupational therapy services to eligible students district-wide, as outlined in the Individualized Education Plan (IEP), which may affect the student's adjustment and ability to make appropriate use of the educational experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with NCSD policies and administrative regulations.

1. Conducts assessments of identified students with disabilities to determine the need for educationally related occupational therapy services using appropriate evaluation and diagnostic practices.
2. Analyzes and reviews occupational therapy assessment reports presented to the IEP team for consideration of services.
3. Provides recommendations to the IEP team regarding the frequency and delivery for educationally related occupational therapy services and referral procedures.
4. Plans, schedules, implements, and evaluates appropriate educationally related occupational therapy programs.
5. Monitors student progress and develops appropriate treatment plans to meet individual needs of students.
6. Collaborates on the development of present levels, goals, and benchmarks in IEP team meetings.
7. Evaluates the need for, and provides in-service training to staff and parents/guardians, as appropriate, for use of adaptive equipment to meet educationally related occupational therapy needs.
8. Attends IEP meetings, as appropriate.
9. Maintains accurate records and provides annual progress reports, as needed.
10. Prepares and submits required reports.
11. Orders and maintains occupational therapy equipment used to provide appropriate services to students.
12. Maintains a safe and orderly therapy area.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge, skill, and ability to provide instruction in a student's living situation (home, school, and community).
2. Ability to develop a climate that promotes positive learning conditions.
3. Knowledge and continual awareness of current and new developments in the field.
4. Ability to maintain security of confidential information.
5. Ability to communicate effectively both orally and in writing.
6. Ability to work cooperatively with parents, schools, community and district office personnel.
7. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
8. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
9. Recognizes and reports hazards, conforms to safety standards as prescribed.
10. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
11. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. Bachelor's degree from an accredited college or university in Occupational Therapy or related field

Licenses and Certifications:

- 1. Valid Nevada State Board of Occupational Therapy License
- 2. Valid Nevada Driver License

Screening and Compliance:

- 1. Ability to pass State and Federal criminal background check
- 2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Occasionally required to lift or carry equipment up to 50 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, reaching, handling and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Stamina to remain seated and maintain concentration for an extended period of time.

Vision: Frequent near acuity, occasional far acuity. Vision to read printed materials, a VDT screen or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from District facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes, and potential electrical hazards during installation procedures.

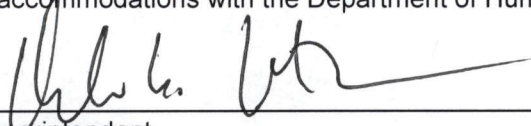
Working Conditions: Office or suitable workspace with computer and office equipment necessary to carry out functions of position.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

2/5/18
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____