Position Type: Exempt
Department: District Office
Salary Schedule: Other Professional Staff
Reports to: Director of Student Support Services and Motor Coordinator
Term of Employment: 9 months
Location: Schools
Shift: Day
Date: June 8, 2017
Approved by: Human Resources

Position Summary:
Provides occupational therapy service for eligible students.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:
- Provides screening, evaluation and diagnostic services for referred students within required timelines.
- Participates as a consultant to the General Education Intervention Team (GEIT) as needed and serves as a member of the Multi-Disciplinary Evaluation Team as needed in developing strategies in order to enhance the student’s learning in the educational setting.
- Prepares and implements Individual Education Plan (IEP) goals and objectives that are purposeful, goal-directed and developmentally sequenced.
- Provides consultation and therapy for eligible students with disabilities in special education programs or who require specialized ancillary services in the general classroom and using pull-out services only when necessary.
- Suggests ways to integrate therapy goals and objectives into daily classroom and home activities.
- Provides consultation and inservice education to staff and families.
- Prepares and maintains accurate and thorough evaluation reports, progress reports, therapy logs and compliance documentation.
- Attends required department and campus meetings.
- Demonstrates knowledge of content and therapeutic knowledge.
- Demonstrates knowledge of students.
- Selects IEP Goals and Objectives.
- Demonstrates knowledge of resources.
- Designs coherent instruction.
• Assesses student learning.
• Creates an environment of respect and rapport.
• Establishes a culture for learning.
• Manages session procedures.
• Manages student behavior.
• Organizes physical space and resources.
• Communicates clearly and accurately.
• Provides feedback to students.
• Demonstrates flexibility and responsiveness.
• Reflects on teaching.
• Maintains accurate records.
• Communicates with families.
• Contributes to department, school and District.
• Grows and develops professionally.
• Shows professionalism.
• Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:
• Other job related duties as assigned by the supervisor.
• Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:
• Supervises and evaluates Occupational Therapy Assistants.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:
• Demonstrates the ability and desire to provide outstanding customer service.
• Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
• Demonstrates the ability to work effectively under time constraints.
• Must be organized with the ability to multitask.
• Must be detailed-oriented and self-motivated.
• Must have excellent memory and ability to function well under stress.
• Must be able to work independently with minimal supervision and/or assistance.
• Must demonstrate an extremely high regard for confidential and sensitive information.
• Must demonstrate flexibility, common sense, and good judgment.
• Must have ability to keep abreast of information pertinent to the job.
• Must maintain a well-groomed appearance.
• Must have a basic knowledge of computers.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:
• Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
• Must possess a current license as an occupational therapist issued by the Arizona Board of Occupational Therapy Examiners in order to practice occupational therapy in the State of Arizona.
EDUCATION AND/OR EXPERIENCE:
- Must have graduated from an accredited occupational therapy education program approved by the American Occupational Therapy Association.
- Minimum of one year clinical experience, sensory-integration and pediatric experience preferred.
- Continuing education in the field of special education, preferably in the public school setting.

LANGUAGE SKILLS:
- Demonstrates the ability to read and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:
- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

PHYSICAL DEMANDS:
- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:
- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
COMMENTS:
This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.