



## OCCUPATIONAL THERAPIST

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### Position Summary

The job of Occupational Therapist was established for the purpose's of assessing students' functional physical development level; planning and implementing appropriate treatment to meet individual student objectives; identifying architectural barriers; providing recommendations for accessibility; program development and student placement; and providing direction to Certified Occupational Therapy Assistants.

### Supervisory Relationship

This position reports to the Director of Student Services Department.

### Essential Functions

1. Assesses students' fine and gross motor skills and functional abilities (e.g. perceptual-motor, hand function, motor coordination, sensory development, muscle strength, oral motor/feeding) for the purpose of determining program eligibility and developing recommendations for occupational therapy treatment, appropriate assistive devices and/or curriculum access.
2. Collaborates and consults with staff, parents, physicians, and other professionals for the purpose of communication information, developing plans for service, resolving issues and coordinating occupational therapy services with those of other disciplines.
3. Develops treatment plans, interventions, and/or educational materials from the IEP for the purpose of remediating students' motor skill deficits.
4. Provides direct occupational therapy services for the purpose of developing students' daily living skills in compliance with established goals and objectives.
5. Directs the work of assigned COTA's and Educational Assistants for the purpose of providing guidance and ensuring that program objectives are achieved.
6. Identifies structural issues for the purpose of removing barriers for students with physical limitations and/or identifying appropriate technology and assistive equipment.
7. Consults with students, parents and staff for the purpose of providing information on medical/behavioral attributes, use of assistive devices and/or implementing plans for remediation of functional limitations.
8. Interprets medical and academic reports for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
9. Prepares a wide variety of written materials (e.g. activity logs, correspondence, treatment plans, evaluations, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

10. Uses professional judgment to determine what service delivery model is appropriate to meet the student's educational needs (e.g. direct, indirect service on behalf of the student, consultation, collaboration, group interventions).
11. Researches best practices and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources) for the purpose of determining the appropriate approach for addressing students' functional goals.
12. Uses professional Code of Ethics and standards of practice to guide ethical decision-making in practice.
13. Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.
14. Performs other duties as assigned.

**Required Knowledge, Skills and Abilities**

1. Ability to collaborate with others.
2. Ability to facilitate conflict resolution and problem solving.
3. Ability to prioritize and schedule work tasks independently.
4. Must be able to communicate fluently in English, both verbally and in writing.
5. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
6. Ability to define problems, collect data, and formulate conclusions.
7. Ability to utilize a variety of computer hardware and software.
8. Ability to maintain confidential information relating to agency records and data.
9. Ability to organize and maintain files and/or records.

**Minimum Qualifications**

- Bachelor's degree (B.A.) from a four-year college or university (fifth year college or university program certificate preferred);
- Current license by the Oregon occupational therapy licensing board;
- Preferably two years of experience as an occupational therapist.

**Work Environment**

Duties are performed in an office environment, training environment, and in schools.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	Eugene Education Association
<b>Developed by</b>	Cheryl Linder, Director Student Services Department
<b>Pay Grade</b>	Licensed Salary Schedule
<b>Approved by</b>	Cydney Vandercar, Director of Human Resources
<b>Last revised</b>	January 2017

**Employee Statement**

"I have reviewed the above position description and understand its contents."

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

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Employee Name (Print)

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Date

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Employee Signature

\_\_\_\_\_  
Date