



### **PURPOSE:**

- To provide occupational therapy consultation to school staff and parents, evaluation, direct and indirect treatment to children who have delays in motor and sensory skills, and supporting the developmental progression, educational progress, and functional life skills of involved students in Jackson County School District 9.

### **REPORTS TO:**

- Site Administrator

### **QUALIFICATIONS:**

- Knowledge of etiology, characteristics and prognosis of major conditions that affect children's development and impede educational access..
- Knowledge of a variety of evaluation techniques.
- Knowledge of normal developmental sequences and learning patterns.
- Knowledge of communication techniques.
- Ability to work as part of a multidisciplinary team.
- Hold or be eligible for Oregon State Occupational Therapy License.
- Experience in a pediatric occupational therapy setting.
- Possess or quickly acquire basic technology skills, including e-mail and use of word processing, spreadsheet, and/or database software, to the extent necessary to efficiently accomplish the duties of this position.
- Maintain a valid Oregon Driver's License and personal transportation

### **ESSENTIAL FUNCTIONS:**

- Works cooperatively with teachers, counselors, parents and others in the delivery of services to students in the areas of speech and language.
- Ability to organize and maintain efficient time schedule.
- Maintains satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- Supports the philosophy and mission of School District 9.
- Frequent travel between multiple work sites.
- Maintains the integrity and confidentiality of student and medical records and information related to students, parents and staff.
- Good communication, organization and computer skills.
- Is familiar with and adheres to all relevant Board policies and administrative regulations, TSPC standards, building rules, and applicable state and federal law.
- Provides for the health and safety of students in all school settings.
- Maintains all compliance records at a proficient level.
- Strong work ethic.

### **PHYSICAL REQUIREMENTS:**

- Stamina for eight hours of student instruction and supervision.
- Use of hands for repetitive motions, such as writing and typing.
- Transportation of student files, assessment materials and supplies.
- Standing/walking: 3-6 hours/day
- Sitting: 2-4 hours/day
- Occasional physical interaction with students, as provided by law, and to ensure the physical safety of the student and/or others.
- Occasional bending, kneeling, squatting, climbing of stairs or ladders.
- Lifting/carrying: up to 40 lbs.

### **GENERAL RESPONSIBILITIES**



# Eagle Point School District 9

## Job Description – Occupational Therapist

- Attends work regularly and as scheduled. Possesses the ability to perform all functions of the job with or without reasonable accommodation. Have the ability to work a flexible schedule at times.
- Evaluate student motor skills and sensory processing to determine the eligibility for early intervention and/or services using standardized assessment instruments.
- Evaluate motor (fine, visual, oral, and adaptive) and sensory processing to determine appropriate type and amount of occupational therapy services required to insure reasonable educational progress.
- Instruct, train and monitor classroom staff and parents in the implementation of appropriate motor and sensory activities, accommodations, and modifications.
- Provide or design as needed, devices and equipment to enhance independence in the educational setting.
- Implement motor and sensory activities, accommodations, and modifications that support IEP goals.
- Monitor and evaluate therapy programs using observation, data, and/or pre-post testing.
- Work cooperatively and communicate appropriately with teaching staff, support staff, and parents.
- Manages daily work schedule, using effective time management.
- Work cooperatively and effectively with local, regional, and state agencies and professionals.
- Order appropriate materials and equipment; use and maintain them.
- Provide assistance and/or recommendations to parents/families and school districts regarding selection, ordering, and funding of appropriate equipment and materials.
- Evaluate and report student performance and progress.
- Manage student behavior when appropriate.
- Attend team meetings and staff meetings and serve on committees as directed.
- Participate as member of IEP teams in determining appropriate educational placements and supports for students.
- Participate as a member of the multidisciplinary feeding team in the development of safe feeding protocols for students.
- Complete required reports, IEP documents, and other forms promptly and in an acceptable manner. Perform such other duties as assigned.

### **RATE OF PAY:**

As per collective bargaining agreement

*This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_