



# Constellation Schools LLC

*The Right Choice for Parents and a Real Chance for Children!*

## POSITION DESCRIPTION

### Occupational Therapist

**Position Summary:** The Occupational Therapist assesses students' functional physical development level; planning and implementing appropriate treatment to meet individual student objectives; identifying environment barriers; providing recommendations for accessibility, program development and student placement; and providing direction to appropriate personnel.

**Reports To:** Support Services Program Coordinator

**Status:** Full time and part time; contracted – schedule follows the academic calendar.

#### Responsibilities:

- Administers occupational therapy procedures and modalities for the purpose of achieving program objectives.
- Assesses students' fine and gross motor skills and functional abilities (e.g. perceptual-motor, hand functions, motor coordination sensory development, muscle strength, etc.) for the purpose of determining and developing recommendations for occupational therapy treatment, appropriate assistive devices and/or curriculum access.
- Collaborates with a variety of groups and/or individuals (e.g. parents, teachers, physicians, administration, maintenance personnel, team members, other professionals, etc.) for the purpose of communicating information, resolving issues and providing services in compliance with established guidelines.
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for services, making recommendations and/or coordinating services.
- Develops treatment plans, interventions and/or educational materials from the IEP for the purpose of remediating students' motor skill deficits and ensuring compliance with regulatory requirements.
- Provides direction to Educational Assistants to ensure program objectives are achieved.
- Identifies structural issues for the purpose of removing barriers for students with physical limitations and/or identifying appropriate technology and assistive equipment.
- Interprets medical and academic reports in order to ensure that treatment/intervention plans are appropriate.
- Maintains files and/or records (e.g. progress reports, activity logs, treatment plans, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
- Participates in a variety of meetings (e.g. training, workshops, seminars, IEPs, team meetings, etc.).

- Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, evaluations, reports, etc.)
- Provides direct occupational therapy services for the purpose of developing students' daily living skills in compliance with established goals and objectives.
- May provide services at multiple work sites.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) in order to determine the appropriate approach for addressing students' functional goals.
- Responds to inquiries (e.g. parents, teachers, staff, students, etc.).
- Screens students in order to assess the need for further individualized evaluation.
- Transports supplies and equipment to a variety of sites
- Performs other related duties as assigned.

### **Skills, Knowledge and Abilities**

- Ohio State Board license as an Occupational Therapist required.
- ODE license as an Occupational Therapist required.
- Experience as an occupational therapist in school system or other pediatric practice setting preferred.
- Knowledge of human development throughout the life span and integrates with student's unique developmental status.
- Knowledge and appreciation of the influence of disabilities, socio-cultural and socioeconomic factors on student's ability to participate in occupations.
- Knowledge and use of occupational therapy theories, models of practice, principles, and evidence based practice to guide intervention decisions.
- Knowledge of the federal, state, local legislation, regulations, policies and procedures that mandate and guide occupational therapy practice in schools.
- Ability to gather and assess outcomes program evaluation data and to use to modify services at the programmatic level.
- Ability to maintain current reporting, documentation, scheduling, and billing in accordance with professional standards, state and local guidelines, and reimbursement requirements.
- Ability to determine the need for an occupational therapy evaluation and to select and administer appropriate assessment tools to evaluate the student.
- Ability to interpret the evaluation data and write a comprehensive report that reflects strengths and barriers to student's participation and occupational performance.
- Ability to participate collaboratively with multi-disciplinary educational teams to develop Individualized Education Programs to meet student needs.
- Ability to develop occupationally based intervention plans based on evaluation information.
- Ability to provide evidence based occupational therapy intervention to improve student's performance skills and participation.
- Ability to adapt and modify environments, equipment, and materials including assistive technology.
- Ability to plan, coordinate, and conduct continuing education for educational personnel, parents, and students.
- Ability to use professional literature, evidence based research, and continuing education content to make practice decisions.

- Ability to provide legal and ethical supervision of occupational therapy assistants.
- Skill in effective oral and written communication.

**Work Environment:**

While performing these duties of this job, the employee regularly works in an office setting.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and to reach with hands and arms. Ability to lift 20 pounds; able to reach, bend, sit and stoop. The employee is frequently required to stand, talk and hear.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Travel:** Local travel to various worksites may be required.

**Note:**

*This above Job Description is not intended to be a complete list of responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities. I do hereby certify that I have read and do understand the above job description. I also understand and agree that Constellation Schools LLC has the right to change or otherwise modify this job description at any time.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Board Approved: July 19, 2016