

# NORTH KITSAP SCHOOL DISTRICT

## JOB DESCRIPTION

### Occupational Therapist

#### **Purpose of the Job**

The main role of the Occupational Therapist is to provide occupational therapy services to qualifying students. The Occupational Therapist evaluates students' needs, develops and implements therapy programs, provides consultative services to school personnel and families, and manages occupational therapy programs in accordance with the philosophy, laws, rules, and regulations of the school district. The therapist coordinates services with educational goals identified with IEPs.

*Definition: In a school setting, occupational therapy is a related service in which the therapist functions as a member of an inter disciplinary team whose purpose is to provide an appropriate educational program for handicapped children. An occupational therapist evaluates students and applies purposeful, goal-directed, developmentally sequenced, and scientifically based activities to enhance the student's ability to function in the school setting. The selection of activities used is based on their potential for facilitating improvement of the student's sensory motor (range-of-motion, motor development, coordination, sensory awareness, reflex development, etc.) and daily living skills (feeding, grooming, dressing, play/leisure, vocational readiness, etc.) deficits.*

#### **Essential Job Functions**

1. Document the need or lack of need for occupational therapy services for referred students according to the policies and procedures of the school district.
2. Develop therapy goals and objectives for each child receiving occupational therapy treatment.
3. Plan occupational therapy treatment utilizing purposeful, goal-directed activities within the framework of established methodology and based on the behavioral and biological sciences.
4. Maintain accurate data of the effects of therapy and student progress.
5. Reassess and modify therapy plans when indicated.
6. Discharge students from therapy when it is no longer indicated.
7. Construct adaptive equipment and devices for the student and/or classroom.
8. Consult with classroom teachers concerning classroom application of procedures which emphasize and/or extend occupational therapy recommendations.
9. Function as a member of the multi-disciplinary team in the school district for the benefit of each child on the occupational therapy case load.
10. Maintain a close working relationship with parents for follow-through of occupational therapy treatment goals at home.
11. Provide staff inservices to improve an understanding of therapy principles.
12. Attend parent meetings.
13. Attend outside clinic and agency meetings as appropriate.
14. Maintain appropriate communication with outside persons/agencies involved in the medical management of students receiving occupational therapy.
15. Supervise aides, occupational therapy students, and/or volunteers assigned to the occupational therapist.
16. Schedule students for evaluation and treatment.
17. Order occupational therapy supplies and equipment.
18. Attend staff development and professional seminars and meetings to upgrade and maintain professional skills.
19. Provide the Director of Special Education with appropriate reports and communications concerning program needs, accomplishments, and recommendations.
20. Perform other duties assigned by the Director of Special Education.

**Qualifications:**

**Education & Experience**

Bachelor's or advanced degree in occupational therapy from an accredited school in occupational therapy;

**Knowledge Skills & Abilities:**

**Licenses, Certificates & Special Requirements:**

Current certification from the American Occupational Therapy Association;  
Current Occupational Therapist licensure from the State of Washington; and  
Current ESA-OT certification from the State of Washington.

**Reporting Relationship:**

The Occupational Therapist is directly responsible to the Director of Special Education.

**Conditions of work:**

**Union Affiliation:**

NKEA

**FLSA Status:**

exempt

**Wage Range:**

NKEA salary schedule

**Job #**

**Job History:**

Created: 5/8/03

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

*This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice*