

**BIBB COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE: OCCUPATIONAL THERAPIST**

<b>CLASS:</b> Support Personnel	<b>LEVEL:</b> District Occupational Therapist
<b>DEPARTMENT:</b> Special Education	<b>SUPERVISOR:</b> Special Ed Coordinator
<b>SERVICE TYPE:</b> Classified	<b>FLSA:</b> Non-Exempt
<b>SALARY:</b> BCS Salary Schedule	<b>TERMS OF EMPLOYMENT:</b> 9 Months

**JOB GOAL:**

To evaluate motor function, design and provide therapy programs to enhance the student's opportunity for optimal function within the educational environment.

**MINIMUM QUALIFICATIONS:**

1. Masters degree from an accredited college/university in an approved occupational therapy program.
2. Licensed by the State of Alabama Board of Occupational Therapy.
3. Experience in children's therapy or school based therapy preferred.
4. Valid driver's license
5. Provide own, or have access to, appropriate transportation to meet job requirements.
6. Ability to conduct occupational therapy assessment of identified students and deliver treatment plan.
7. Effective oral and written communication skills.
8. Ability to use effective interpersonal and collaborative skills necessary to establish and maintain effective working relationships with others.
9. Mobility, agility, and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment. Be capable of moving and lifting moderately heavy weights.
10. Background clearance through FBI and ABI processes.
11. Meet and follow the health, age and drug screening requirements of BCS.
12. Maintain a high standard of professional conduct per Bibb County policy and Alabama Code of Ethics.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assess student motor functions impaired or lost through illness, injury or deprivation that are relevant to educational programming.
2. Provide an individualized, detailed, and documented assessment of each child evaluated.
3. Develop and implement therapy programs to improve, develop or restore fine motor functions.
4. Develop and implement therapy programs to functions and improve tasks for independent functioning and prevent initial and further impairment or loss of functioning.
5. Recommend environmental adaptations needed for the student.
6. Provide consultation in ensuring adaptations. Equipment and training is provided as needed to students, family, and school personnel.
7. Monitor student performance and make program changes as necessary.

8. Maintain accurate, complete, and current records as required by law, Board policy, and admin regulations.
9. Take necessary/reasonable precautions to protect students and safeguard equipment, materials, facilities.
10. Function as an integral team member in staffing and placement decisions.
11. Promote good public relations for the school and school system with the general public.
12. Maintain and improve professional competence by taking part in appropriate workshops, seminars, and other programs.
13. Perform other reasonable job related duties necessary for the safe and effective operation of the school and school system which may be assigned.

**OTHER JOB RESPONSIBILITIES:**

1. Process purchase orders and invoice payments.
2. Verify invoices and accounts are paid accurately and promptly.
3. Assume other reasonable and equitable job-related duties as assigned by the Supervisor.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Physical ability to work a standard work day and overtime as requested.
2. Ability to conceptually design and discuss all components of the program.
3. Excellent reading, writing and oral communication skills.
4. Knowledge of safety rules and precautions.
5. Ability to work with or without supervision.
6. Complete assigned tasks with a positive attitude.
7. Knowledge of Board policies and procedures relative to occupational therapy.
8. Ability to work with a significant diversity of individuals and/or groups, and perform work tasks effectively as a team member.
9. Ability to establish priorities and complete work tasks in a timely manner.

**PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

1. Stoop, climb, sit, squat, bend, reach, lift and balance on a frequent basis.
2. Adequate strength, dexterity, agility and aural and visual acuity to perform work tasks.

**EVALUATION**

Job performance non-probationary personnel will be evaluated by the immediate supervisor based on Board policy. Probationary employees will be evaluated at least annually.

**APPEALS**

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.