



## Columbia County School District Job Description

<b>Position Title:</b> Occupational Therapist		
<b>Department:</b> Special Services	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Director of Special Services or Designee in accordance with Policy GBI – Evaluation of Personnel.	
<b>Pay Grade:</b> Teacher salary schedule based on acceptable years of experience	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 190 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Director of Special Services		

### MINIMUM QUALIFICATIONS

Bachelor degree in Occupational Therapy from a college or university with an approved and accredited program.

Must be able to perform tasks involving light to heavy lifting, carrying, pushing, or pulling and must be able to walk and/or stand a minimum of six (6) hours with breaks.

Must hold valid license as Occupational Therapist issued by the Georgia State Board of Occupational Therapy. Must hold valid certification in Occupational Therapist Registered (OTR) issued by the National Board for Certification in Occupational Therapy, Inc.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

Occupational therapist use purposeful, goal directed activities to enable a student with a disability to benefit from an individualized educational program (IEP). Specifically, therapy is designed to assist in the development of underlying performance components that are prerequisites for academic learning and vocational training within the child's current educational setting. Depending on the individual, it may include improving gross and fine motor skills, sensorimotor processing, coordination, adapting environments, organizing and using materials appropriately, and/or developing dressing and feeding skills appropriate to the learning environment.

- 1) Supervises Certified Occupational Therapy Assistant (COTA) in accordance with rules of Georgia State Board of Occupational Therapy.
- 2) Determines the need of occupational therapy intervention by observing the student within the educational environment and assessing if further evaluation is needed.
- 3) Performs appropriate evaluations.
- 4) Interprets observation and/or evaluation results to teacher, parents and other authorized personnel.
- 5) Assists in development of Individual Educational Program (IEP) for eligible students.
- 6) Provides occupational therapy services in accordance with the IEP.
- 7) Recommends and assists in developing or obtaining necessary adaptive equipment.

- 8) Maintains occupational therapy records and reports.
- 9) Identifies and pursues own professional growth and development as required for maintaining a current licensure.
- 10) Performs re-evaluations as required for discontinuation of occupational therapy services.
- 11) Provides educational services/training for school staff for appropriate use of adaptive equipment and/or specific physical needs of the student.
- 12) Acts as a liaison between parents and/or medical personnel for dissemination of pertinent information as it relates to the child's current or changing needs.
- 13) Performs other professional duties as assigned by the Director of Special Services.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

##### **MINIMUM REQUIREMENTS**

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** May 15, 2017