

DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

Job Title: Licensed Occupational Therapist

Job Family: Student Service Provider

Department: Student Services

Typical Work Year: 187 Days – Calendar to be set with supervisor

Pay Grade: Student Service Provider Schedule

FLSA Status: Exempt

Prepared Date: December 12, 2016

SUMMARY: The Occupational Therapist will assess and provide intervention to ensure student success and promote an exemplary education program fostering achievement for all students. Develops and promotes good relations among the school community: parents, staff, administration and other community members.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Provide consultation to students, teachers, service providers, parents and administrators regarding IPE goals and services to meet those goals.
- Deliver interventions in all areas of motor development to identified students.
- Assess and develop interventions in all areas of motor development (fine, gross, sensory-motor).
- Support team members in providing data-driven interventions integrated into the classroom routine.

EDUCATION AND TRAINING: B.S. or M.S. in Occupational Therapy.

EXPERIENCE: Experience in working with children with disabilities preferred.

CERTIFICATES, LICENSES, & REGISTRATIONS: Valid driver's license required. Hold a valid Colorado School Occupational Therapist License.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Communicate effectively in written and oral form using positive interpersonal skills
- Strong communication, organization and planning skills.
- Consultation skills
- Knowledge of developmental, emotional, and behavioral disabilities
- Experience in data collection and data analysis
- Proficiency in using technology/assistive technology.
- Non-violent and physical intervention techniques
- Ability to use proper English grammar, punctuation, and sentence structure
- Knowledge of first aid skills
- Ability to promote and follow Board of Education and District Policies, Superintendent's policies and building/department procedures.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers and general office equipment
- Microsoft Office applications
- Student Information Systems

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports: Director of Exceptional Student Services

Direct Reports: None

BUDGET AND/OR RESOURCE RESPONSIBILITY: None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			

Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date