



## Job Description

**Job Title:** Occupational Therapist

**Position Code:** 2E04

**Job Classification:** Exempt

**Supervisor:** Principal

**Pay Grade:** 39

**Contract Length:** 245 Days

### Job Summary

Position is responsible for providing occupational therapy treatment to special needs students enrolled in educational programs; providing individual treatment to correct specific areas of sensory-motor integrative dysfunction; administering pediatric occupational therapy assessments to determine a student's level of function relative to the student's age and educational placement in such areas as fine/gross motor skill development, sensory motor integration, self care and activities of daily living.

### Essential Duties

1. Provides occupational therapy services to special needs students.
2. Administers pediatric occupational therapy assessments to determine a student's level of function relative to the student's age and educational placement in such areas as fine/gross motor skill development, sensory motor integration, self care and activities of daily living.
3. Develops occupational treatment plans and goals for rehabilitative care to improve student functional abilities and enhance their ability to learn.
4. Provides written assessment reports identifying the student's needs and proposed treatment strategies, individual student goals and objectives as part of the IEP plan, maintains progress records and participates in the IEP meeting.
5. Provides students with individual treatment and group therapy sessions to correct specific areas of sensory motor integrative dysfunction.
6. Monitors therapy and educational staff trained to incorporate appropriate occupational therapy treatment strategies into instruction; evaluates effectiveness of the established program and makes modification within the framework of the IEP process as necessary.
7. Collaborates and coordinates occupational therapy goals with instruction; communicates regularly with parents or guardians through conferences and other means to discuss student progress.
8. Models nondiscriminatory practices in all activities.

### Other Duties

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.
2. Performs any other related duties as assigned by the Principal or other appropriate administrator.

### Job Specifications

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s or Master’s degree in occupational therapy. Must possess a valid Virginia license in occupational therapy. Must possess ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Dependent on grade level and subject; may include instructional assistants, volunteers, tutors.

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Occupational Therapist will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print) Signature Date

6/14/10 lr