

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: **Occupational Therapist FT (360) PT (359)** Lane Placement: OT/PT
 Department / Location: School FLSA Classification: Exempt
 Supervisor's Title: Principal Contract: 184 Days
 Special Education Approval: Lisa Robinson Date: 6/1/17
 Department Approval: Laura Robinson Date: 6/1/17
 ADA Review: Juvela Master Date: 6-7-17
 Human Resource Approval: Buttrey Date: 6-2-17
 Superintendent Approval: John Date: 6/12/17
 Original date: 04/85 Revised: 08/05 Revised: 05/17 Revised: _____

GENERAL FUNCTION

Under the supervision of the principal, the **Occupational Therapist (OTR)** provides appropriate occupational therapy services to students (student/child) based on the student's needs and abilities. Services may be direct or consultative depending on the educational needs of the student as required. The incumbent also provides support to school staff in developing appropriate educational programs for students with disabilities as required.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide appropriate occupational therapy services to students based on the student's needs and abilities. Services may be direct or consultative depending on the educational needs of the student as required under Individuals with Disabilities Act (IDEA).
- Collaborate with the special education team in the development and implementation of Individual Education Plans (IEP)/ Individual Family Service Plan (IFSP), intervention plans and educational transitions.
- Attend and/or coordinate team and IEP/IFSP meetings.
- Adapt the physical environment, tools, materials and activities to meet the specific needs of the student in the appropriate setting.
 - Itinerant and center-based school OTRs will provide adaptations in educational settings.
 - OTRs working in the early intervention program will provide adaptations in the home, school, and community settings.
- Perform appropriate and timely evaluations to assess student needs.
- Collect data on IEP/IFSP goals and maintain student logs to document each therapy session.
- Provide in-service/training and materials to educators, team members, and parents as needed.
- Maintain and track a current inventory. Submit asset inventory to principal or designee at the end of the school year or as directed. Follow District procurement guidelines with administrative approval.
- Communicate and provide documentation and feedback regarding student evaluations and progress to parents and school team.
- Provide direction, teach and/or monitor certified occupational therapy assistants (COTAs), instructional assistants and/or other staff performing supportive services.
- May be expected to provide support for individual (Tier III-LRBI Manual) behavior interventions and/or emergency safety interventions for students based on assigned location which includes:

- **Physical Guidance**-Physically guiding a student through proper motions to complete a task or demonstrate a skill in response to mild resistance that does not pose a risk of danger to self or other, on behalf of the student, while at the same time does not restrict, immobilize or reduce the ability of the student to freely move their torso, arms, legs or head.
- **Physical Restraint**-Implement an emergency safety intervention where the student's behavior poses an immediate danger to themselves or others. This would include a personal restriction that immobilizes or reduces the ability of an individual to move their arms, legs, body or head.
- May be required to travel to District schools or other locations using own transportation.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in faculty/department meetings as required.
- Participate in a reasonable number of faculty committees as requested.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Adhere to contract time.
- Other duties and responsibilities as assigned by the principal/administrator.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Requires compliance with USBE state license requirements.
- Requires a minimum of a master's degree in Occupational Therapy from an accredited college or university.
- Requires a valid occupational therapy license through the Utah Department of Professional Licensing (DOPL) and a current OTR credential as verified by NBCOT including all aspects of the renewal process.
- May be required to complete research-based District trainings on understanding the cycle of crisis and de-escalation strategies (i.e. ASPEN, Mandt, etc.).
- Requires strong oral and written communication skills with students, parents, and staff.
- Requires strong computer and educational technology skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to calmly handle classroom management issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently.
- May require a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah. Must be able to provide own transportation if position requires travel.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.
- Operate a variety of Special Education equipment (e.g. office equipment, therapeutic equipment, adaptive devices, wheelchairs, physical education equipment, medical equipment, lifts, language board and electronic communication devices, etc.).

Physical Requirements – Not limited to the following:

- Occasional push/pull 100+ pounds, isometric lifting 20 pound static hold (5-8 Min.), single-arm lifting of up to 20 pounds to shoulder level, floor to waist lift up to 75 pounds and awkward lift up to 75 pounds.
- Frequent, continuous standing and sitting (chair and floor), walking, climbing stairs, talking and awkward positions, to/from ground without upper extremity support.
- Occasional balancing on slick surfaces, gripping 50 pounds, pinching 10 pounds, sustained bending, squatting, kneeling, sustained bending, stooping and running.
- Occasional hearing, near/far visual acuity and depth perception.
- As determined by the Special Education department, may be required to provide Physical Guidance and/or Physical restraint as outlined in the LRBI Manual.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*