

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Occupational Therapist **DEPARTMENT:** Special Services

REPORTS TO: Building Principal & Executive Director of Special Education or designee

POSITION SUMMARY: The Occupational Therapist (OT) evaluates students with motor disabilities, assesses the impact these disabilities have on the student's educational performance, and establishes a course of intervention to support the student in working toward a successful educational experience.

ESSENTIAL FUNCTIONS:

- Provide informational/consultative services which will enhance the student's ability to benefit from his/her educational program.
- Evaluate students' suspected gross and fine motor disabilities in the context of an educational model at the assigned school(s).
- Document evaluation and relate impact on the educational performance of students.
- Recommend, establish, provide and evaluate a course of interventions specific to the students' disability.
- Work collaboratively with the classroom team to develop, implement, and evaluate classroom based instructional programs for students in special education classrooms to enhance motor and sensory skills that will support academic progress.
- Develop and implement an efficient service delivery schedule including individual, small group, and large group instruction; co-treat with Speech Language Pathologist staff when appropriate for individual student needs.
- Develop and implement a data management system to collect and record on-going student progress toward accomplishment of IEP goals and objectives.
- Analyze collected data in order to recommend appropriate techniques, interventions, and interactions for building staff on behalf of students.
- Schedule and conduct IEP/evaluation meetings as appropriate, and participate as an IEP team member/evaluation group member in a timely, professional manner.
- Make referrals to support services when appropriate and required to meet students' IEP goals.
- Provides individual and group professional development on identified therapeutic topics and strategies, as necessary and required.
- Work cooperatively with a building team, other OTs and Physical Therapists, and/or other Special Services staff from across the district as necessary for student and program supports.
- Act as a liaison for implementation of therapies and maintains communication between the building principal, teachers, and Special Services.
- Supervise work of Certificated Occupational Therapy Assistant staff as assigned.
- Maintain OT equipment and manage repairs as needed.
- Maintain all required paperwork, physical and electronic, to ensure compliance and in accordance with records retention guidelines.
- Attend staff and other professional meetings as may be assigned or necessary.
- Connect building staff to resources required for successful implementation of therapeutic practices to support student learning.
- Demonstrate positive relationship skills with students, parents, and district staff, maintaining ongoing and open communication.
- Continue to improve methods and techniques through ongoing professional development and keep abreast of current therapeutic innovations through professional literature.
- Use technology and computer software for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

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QUALIFICATIONS:

EDUCATION: Bachelor’s Degree in Occupational Therapy from an accredited college or university, minimum.

EXPERIENCE: Previous successful experience as an Occupational Therapist working with students with a variety of disabilities. Work within public schools or public school systems preferred.

CERTIFICATES AND LICENSES: Valid Washington State ESA Certificate and Occupational Therapist license. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: That which is required to be effective in the position and to maintain knowledge as current

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

BARGAINING UNIT: Issaquah Education Association (IEA)

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date