

OCCUPATIONAL THERAPIST

Purpose Statement:

The job of Occupational Therapist is done for the purpose/s of assessing students' functional physical development level; planning, implementing, and evaluating appropriate treatment/s to meet individual student objectives (Individualized Educational Plan); providing information to family and school personnel for program development and student placement; providing information to instructional personnel on specific student issues; and providing direction to Certified Occupational Therapy Assistants.

This job reports to Assistant Superintendent for Special Programs

Essential Functions

- Adapts equipment including computers for the purpose of providing optimal positioning and increased independence for special education students.
- Administers occupational therapy procedures and modalities at a variety of locations (including occasional home visits) for the purpose of achieving IEP objectives.
- Assesses students' fine and gross motor skills and functional abilities (e.g. perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining program eligibility and developing recommendations for treatment, appropriate assistive devices and/or school placement.
- Collaborates with a variety of groups and/or individuals (e.g. parents, teachers, physicians, administration, maintenance personnel, team members, other professionals, etc.) for the purpose of communicating information, resolving issues and providing services in conformance with established guidelines.
- Develops treatment plans, interventions and/or educational materials for the purpose of remediating students' motor skill deficits and ensuring compliance with state and federal regulations.
- Instructs paras, parents, students and staff on interventions (e.g. motor, visual, cognitive, orthopedic, environmental, etc.) for the purpose of providing information on medical/behavioral attributes, use of assistive devices and/or implementing plans for remediation of functional limitations.
- Interprets IDEA's requirements for OT Services for the purpose of delivering services in conformance with established guidelines.
- Interprets medical reports for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
- Maintains files and/or records (e.g. progress reports, activity logs, billing information, treatment plans, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
- Oversees the work of assigned COTA's for the purpose of providing guidance and ensuring that program objectives are achieved.
- Participates in meetings, workshops, and seminars (e.g. training, IEP's, team meetings, etc.) for the purpose of conveying and/or gathering information.
- Prepares a wide variety of written materials (e.g. IEP goals, activity logs, program enrollment forms, correspondence, memos, treatment plans, reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.

- Responds to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate.
- Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.

Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying assessment instruments; operating equipment used in occupational therapy strategies; operating standard office equipment including pertinent computer software; preparing and maintaining accurate records; and translating therapy data into meaningful educational activities.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities; concepts of grammar and punctuation; health standards and hazards; safety practices and procedures; stages of child development; abnormal development and medical diagnoses related to special Education funding categories; current OT treatment interventions; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; working with detailed information/data; and maintaining effective working relationships.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and some hazardous conditions.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Required Testing

Pre-Employment Proficiency Test

Certificates & Licenses

Licenser issues by the Occupational Therapy License Board of the State of Wyoming
Valid Driver's License

Continuing Educ. / Training

Maintain Licenser

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

OT