



JOB DESCRIPTION

Number: 10250	Title:	Occupational Therapist	
Nature of Position	This position is responsible for providing occupational therapy services to identified students.		
Reports To	Title: Program Manager, Special Education		
Education	Required	<ul style="list-style-type: none"> • Bachelor's degree from an accredited school of occupational therapy 	
	Preferred	<ul style="list-style-type: none"> • Master's degree from an accredited school of occupational therapy 	
Experience, Skill, and Certification	Required	<ul style="list-style-type: none"> • Eligible for licensure as an occupational therapist in Georgia 	
	Preferred	<ul style="list-style-type: none"> • Previous experience as an occupational therapist in a clinical or educational setting • Excellent oral and written communications skills 	
Duties and Responsibilities	<ol style="list-style-type: none"> 1. Evaluates motor development, adaptive needs, and environmental needs of students. 2. Develops programs to meet individual student needs. 3. Monitors and reports on student progress. 4. Consults with physicians, educators, and other professionals regarding students' needs. 5. Maintains medical records as needed. 6. Attends relevant student staffing and clinics. 7. Plans and presents in-service training to teachers, other staff and parents. 8. Performs other duties as necessary for the effectiveness of the organization. 		
Terms of Employment	Incumbents will be considered "at will." Appropriate pay will be determined based on the Grade as determined by Human Resources and allowable experience. The work calendar will be 190 days. (Market graded at A-3)		
Approvals	Director Level		DATE
	Chief Level		DATE
	Human Resources		DATE
	Superintendent		DATE



JOB DESCRIPTION SUPPLEMENT

Number: 10250	Title: Occupational Therapist
Non-Essential Responsibilities	<p>A responsibility is considered to be "non-essential" (for the purposes of compliance with the Americans with Disabilities Act) if:</p> <ul style="list-style-type: none"> • it is shared between multiple incumbents in the job; or • it could be performed by an employee in another job within the workgroup. <p>Note the responsibility number from the list in the "Duties and Responsibilities" section for those responsibilities that could be considered "non-essential" based on this definition.</p>
	None
Physical and Sensory Demands	<p>Most jobs in the District have physical and sensory demands that can be described by one of the two categories noted below. For jobs that require more physical or sensory effort, please list the requirements in this section. Check the box that is applicable for this position and complete any necessary information.</p>
	<p><input type="checkbox"/> OFFICE Employees in this category are normally exposed to a typical environment. The employee has some control over the length of time sitting, standing, or ambulating. There are occasions that require the lifting or pulling of equipment or supplies, as well as bending, stooping, or stretching. There is frequent use of computers, telephone, and other standard office equipment, which includes reading, listening, writing, or speaking. There are few exceptional physical or sensory demands.</p>
	<p><input checked="" type="checkbox"/> CLASSROOM Employees in this category spend at least most of the workday in a typical classroom or related educational environment. There will be prolonged periods of standing or walking, and there may be frequent bending, stooping, or stretching. There are occasions that require the lifting or pulling of equipment or supplies. Reading, listening, writing, and speaking are requirements. There are few exceptional physical or sensory demands, but there may be occasions that require the lifting or restraint of a student.</p>
	<p style="text-align: center;">EXCEPTIONAL PHYSICAL OR SENSORY DEMANDS (Check any that apply to this job and complete the required information.)</p> <p><input type="checkbox"/> Heavy lifting of up to _____ pounds</p> <p><input type="checkbox"/> Frequent climbing up to _____ feet, and/or working on building roofs.</p> <p><input type="checkbox"/> Exposure to heavy dust, dirt, chemical or paint fumes, or other airborne matter.</p> <p><input type="checkbox"/> Exposure to extreme heat, electric current, hazardous chemicals or other potential hazards.</p> <p><input type="checkbox"/> Sitting or standing for extended periods with no control over rest periods.</p> <p><input checked="" type="checkbox"/> Other: Must have a valid Georgia drivers license and reliable personal transportation to move from school to school as necessary.</p>