



Browning Public Schools
JOB DESCRIPTION
Effective: Draft



**OCCUPATIONAL
THERAPIST**

Summary of Functions

To reduce motor problems through OT services and supports which interfere with a student's ability to benefit from their special education program

Essential Duties and Responsibilities

- 1) Evaluate and determine the need for OT services for referred students with written reports and recommendations for the education (IAT & IEP) teams
- 2) Participates on Evaluation Teams where students have been referred for OT and helps determine eligibility under IDEA
- 3) Provides consultation for school staff regarding individual student programs, disabilities, positioning, handling, activities of daily living and other therapy modalities, and general precautions.
- 4) Participate, plan, and assist in the completion of the IEP team process including collaboration for goal and objective development, for placement decisions, and for the need of related services
- 5) Provides a therapeutic program of lesson plans, activities, and therapy to meet the goals of the IEP
- 6) Keeps thorough on-going records for the students receiving OT and reports quarterly to the parents.
- 7) Provides in-service education and serves as a consultant to staff on topics concerning OT and motor development.
- 8) Keeps current of new developments in the field.
- 9) Attends staff, professional, and interagency meetings as assigned.
- 10) Carry out other duties as assigned by Director

Organizational Relationships

Supervised by and reports to the Director of Special Services or their designee.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. Must Have current Montana Occupational Therapist License.
2. Valid Montana driver's license
3. Ability to physically manage our school age clients with proper transfers, down on the floor activities, and other physical assist type of activities.
4. Must be able to lift and carry up to 50-pound loads to carry and set up equipment in a variety of locations
5. Proficient with desktop computers, preferably Microsoft operating system.
6. Ability to interact positively with students, staff and community.
7. Ability to supervise support staff.
8. Excellent communication, problem solving and organization skills.
9. Ability to work with others and without close supervision
10. Good work habits

Desirable Qualifications –Previous experience working with students.

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.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.