

# CHURCHILL COUNTY SCHOOL DISTRICT

## OCCUPATIONAL THERAPIST

**FLSA Status:** Exempt

**Created:** 2/13/2019

**Last Revised:**

### **DEFINITION:**

The Occupational Therapist will implement school board and special education policies and procedures in accordance with the Individuals with Disabilities Education Act (IDEA) and the Nevada Administrative Code (NAC) for students with disabilities under the direction of the administration assigned to the Student Support Services Division. The occupational therapist will provide occupational therapy services to students with disabilities as outlined in the Individual Education Plan (IEP), as enrolled in a CCSD special education program or as referred for assessment. The focus of therapy is not rehabilitative in nature, but viewed as needed educational support for students.

### **SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under the direction of the principal and/or Director of Special Services.

**ESSENTIAL FUNCTIONS:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Conduct assessments of students with disabilities to determine the need for educationally related occupational therapy services.
2. Analyze and review occupational therapy assessment reports presented to the IEP team for consideration of services.
3. Provide recommendations to IEP teams regarding the frequency and delivery for educationally related occupational therapy services, referral procedures, and protocols.
4. Plan, schedule, implement, and evaluate appropriate educationally related occupational therapy programs.
5. Monitor student progress and develop an appropriate treatment plan to meet individual needs of students.
6. Collaborate on the development of present levels, goals, and benchmarks in IEP team meetings.
7. Evaluate need for and provide training to staff and parents/guardians, as appropriate, for use of adaptive equipment to meet educationally related occupational therapy needs.
8. Develop a climate that promotes positive learning conditions.
9. Attend IEP meetings as appropriate.
10. Maintain accurate records and provide annual progress reports as needed.
11. Work professionally with administrators, staff, parent/guardians, and community.
12. Maintain a safe and orderly therapy area.
13. Consult with outside agencies/therapists regarding therapy reports (parents/guardians permission)

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14. Participate in other job-related duties and activities related to the position as assigned.

### **QUALIFICATIONS:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

#### **Knowledge of:**

- State and federal regulations regarding the identification and placements of students in special education.

#### **Skills to:**

- Work cooperatively with students, parents/guardians, peers, administration, and community members.
- Guide the learning process toward achievement of established IEP goals.
- Communicate with parents/guardians regarding plans for educationally related occupational therapy services.
- Communicate effectively both written and orally.
- Participate as a collaborative member with other faculty and staff.

#### **Ability to:**

- Demonstrate knowledge, skill, and ability to provide instruction in a student's living situation (home, school, and/or community) that may affect the student's adjustment and ability to make appropriate use of the educational experience.
- Develop a climate that promotes positive learning conditions.
- Maintain security of confidential information

***Experience and Training Guidelines: Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:***

At minimum have an entry-level Bachelor's, Master's, or Doctoral Degree in occupational therapy from an accredited occupational therapy educational program.

### **Required Certifications and Licenses:**

Licenses and Certifications:

1. Valid State of Nevada Board of Occupational Therapy license
2. Licensed from the National Board of Certification in Occupational Therapy

***Physical and Mental/Intellectual Requirements:*** The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods

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of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

**Please see chart below indicating specific physical requirements.**

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

### PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting	X			
Standing	X			
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs				
Climbing while working (ladders, stools, roofs, poles)				
Balancing				
<b>Lifting &amp;/Or Carrying objects:</b>				
50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearing				
Typing, Keyboarding, or Entering Data		X		
Computer Monitor/CRT		X		
Driving a Vehicle				
Working Alone				
<b>Operating Machinery or</b>				

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ESSENTIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
<b>Equipment:</b>				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment				
Respirator Use				
<b>Work Conditions:</b>				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemicals/Waste >8 Hours Per Day				
Overtime/Irregular Hours				
<b>Senses:</b>				
Eyes				
Visual Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Arms				

### **Working Conditions:**

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud and occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

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**Employee's Acknowledgement:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_