

ZANESVILLE CITY SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	OCCUPATIONAL THERAPIST	REPORTS TO:	Director of Special Education
---------------	-------------------------------	--------------------	-------------------------------

- TRAINING QUALIFICATIONS**
- Board Certified Occupational Therapist
 - Certified by the Ohio Department of Education as an occupational therapist
 - Such alternatives to the above qualifications as the Board may find appropriate and acceptable
- REQUIRED SKILLS AND ABILITIES**
- Communication Skills: Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people, and to communicate clearly and concisely both orally and in writing
 - Leadership Ability: Must be able to articulate a vision and mission for the district and provide the appropriate direction, guidance, and management skills to achieve them
 - Mathematics Skills: Must have the ability to work with basic mathematical and computational concepts
 - Reasoning Ability: Must be able to define problems, collect data, establish facts, and draw valid conclusions
 - Technology Skills: Able to effectively use, as it applies to your specific job function, typical office applications and computer programs such as word processing, spreadsheets, and presentations; must be able to use email
- PERSONAL QUALIFICATIONS**
- Demonstrates enthusiasm and a sincere desire to aid and ensure the safety of all
 - Is able to accept constructive criticism/feedback
 - Demonstrates professional tact and diplomacy with administrators, staff, teachers, students, parents and the diverse community
 - Is conscientious and assumes responsibility for ones own work performance
 - Anticipates problems and unforeseen events and deals with them in an appropriate manner
 - Demonstrates an ability to make proper decisions when required
 - Demonstrates loyalty to the administrative team
 - Possesses high moral character and a good attendance record
 - Promotes good social relationships as well as promoting good public relations by personal appearance, attitude and conversation
 - Participates in appropriate professional organizations and their activities
 - Maintains a calm attitude and sense of control at all times
 - Maintains a high level of ethical behavior and confidentiality of information
 - Possesses the ability to be flexible and adaptable to changing situations
- JOB GOAL**
- To lead the process in development, implementation and coordination of the occupational therapy program. Screening, evaluation, educational program and transition planning, therapeutic intervention, and exit planning is provided for students identified with or suspected of having disabilities that interfere with their ability to perform educational tasks. Employee may work in a variety of elementary and/or secondary educational, individual or team settings.
- WORK ENVIRONMENT CHARACTERISTICS/ CONDITIONS**
- The work environment characteristics described here are not listed in order of importance, and are representative of those an employee encounters while completing the duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.
- Occasional work that may extend beyond the normal workday
 - Occasional exposure to blood, bodily fluids, and tissue
 - Occasional operation of a vehicle under inclement weather conditions
 - Occasional interaction among unruly children/adults

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
 Revision date:

POSITION NO. 3.71

- Many situations that require hand motion, e.g., computer keyboard, typing, writing
- Consistent requirements to sit, stand, walk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
- Consistent requirements to lift, carry, push, and pull various supplies and/or equipment up to a maximum of 50 pounds

DUTIES AND RESPONSIBILITIES

1. Knowledge of occupational therapy theories, models of practice, principles, and evidence based practice
2. Preferred knowledge in Sensory Integration theory and practices
3. Knowledge of human development throughout the life span
4. Ability to articulate the role of the occupational therapy in the evaluation, intervention planning and intervention process writing of evaluations (ETR) and Individual Education Programs (IEP)
5. Ability to analyze tasks relative to areas of occupation, performance skills, activity demands, contexts, and student factors to implement the intervention plan
6. Skill in gathering screening and evaluation data, completing checklists, histories, and interviews
7. Ability to select, adapt, and sequence relevant occupations and purposeful activities that support intervention goals
8. Skill in effective oral and written communication
9. Ability to maintain safe environments, equipment, and materials
10. Ability to prepare and maintain accurate records and progress notes
11. Willingness to be educated and trained for specific program implementations
12. Complete thorough evaluation, including muscle tone, range of motion/mobility, orthopedic needs, movement analysis, perceptive/fine motor skills, sensory motor processing and functional activities of daily living.
13. Educate and demonstrate (verbally or written) therapy techniques to parents that can be incorporated into the home
14. Develop and implement IEPs to meet the individual needs of the child
15. Attend all meetings, in-service and continuing education courses as appropriate or required
16. Assess and make recommendations regarding the use of adaptive equipment as needed and provide written justification
17. Responsible for timely documentation of evaluation results, progress reports, discharge reports, daily notes, service tracker notes

TERMS OF EMPLOYMENT	182 contract days. First Year 183 Contract days. Possible additional time will be paid at the hourly rate.
----------------------------	--

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
Revision date: