TITLE: **Occupational Therapist**

QUALIFICATIONS: Current ODE Registration to practice as an Occupational Therapist
A Master's or Bachelor's degree in Occupational Therapy from an accredited college or institution
A valid license in Occupational Therapy from the Ohio Occupational Therapy, Physical Therapy and Athletic Trainers Board
Must have valid driver's license and provide own transportation.

REPORTS TO: Intervention and Support Services Supervisor/Consultant

JOB SUMMARY: To identify, evaluate and provide specialized occupational therapy interventions to students who evidence physical, emotional, sensory and/or perceptual deficits when these deficits affect school performance and achievement.

ESSENTIAL FUNCTIONS:

1. Provide screenings, evaluations, and interventions to support students in the school environment through an inter-disciplinary process.
2. Assist in the development and monitoring of individualized educational goals and strategies based on data and maintain student documentation.
3. Utilize good body mechanics, physical strength and mobility to include lifting and moving children, demonstrating requested activities (i.e. jumping, running, hopping, crawling, lifting and managing materials, etc.), completing wheel chair transfers to a variety of surfaces, moving up and down from the floor, as well as using, moving and managing adaptive equipment and materials.
4. Provide therapy to improve, develop or restore sensory motor functions impaired or lost through illness, injury and/or deprivation as related to the educational program and to prevent, through early intervention, initial or further impairment or loss of function.
5. Direct and supervise the activities of the certified occupational therapy assistant, as appropriate.
6. Appropriately implement rules and regulations in accordance with district, state and federal guidelines.
7. Develop and maintain an efficient schedule that includes all components of workload responsibilities.
8. Communicate and collaborate with educational team members, including teachers, administrators, parents, outside agencies to meet students' individualized needs.
9. Maintain policies and procedures of Hamilton County Educational Service Center.
10. Participate in professional development to stay current in "best practice" techniques, maintain Licensure and improve job performance.
11. Utilize own transportation to carry out school assignments, transport and manage instructional materials.
12. Perform other duties as assigned.

TERMS OF EMPLOYMENT:

Shall be appointed to a limited contract with the number of work days established by the employment contract plus extended service based on need. Salary to be established by the Board.

EVALUATION:

Occupational therapists will be evaluated in accordance with the provisions of the Board policy and the master agreement.

Occupational Therapist

To comply with the American Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical and mental conditions of the essential job functions. Use these codes to complete this questionnaire:
F - Frequently
O - Occasionally
N - Not at all

PHYSICAL REQUIREMENTS:
Check the physical requirements necessary to perform the essential duties of the position (refer to the most recent job description)

F,O,N	PHYSICAL REQUIREMENT DESCRIPTION
F	Balancing: Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces
F	Bending and Stooping: Bending body downward and forward by bending spine at the waist. (hours per day)
F	Climbing: Ascending or descending ladders, scaffolding, ramps, poles, and other devises using feet and legs and/or hands and arms. Body agility is emphasized
F	Climbing Stairs: Ascending or descending stairs to gain access to a building or to move from one floor to another
F	Crawling: Moving about on hands and knees or hands and feet (__ hours per day)
F	Light Carrying: Physically transporting items weighing less than 15 pounds from one location to another
F	Moderate Carrying: Items weighing 15 to 44 pounds
F	Heavy Carrying: Items weighing 45 pounds and over
O	Fingering: Picking, pinching, typing, or otherwise working primarily with fingers rather than with the whole hand or arm
F	Grasping: Applying pressure to an object with fingers (including thumb) and palm
F	Kneeling: Bending legs at knees to come to rest on one or both knees (____ hours per day)
F	Light Lifting: Raising objects under 15 pounds from a lower to a higher position or moving objects horizontally from one position to another
F	Moderate Lifting: Objects 15 – 44 pounds
F	Heavy Lifting: Objects 45 pounds and over
F	Mobility Requirement: Enough to Move up and down from floor within 1 second 25 times 1 day minimal and run after children.
F	Pulling Hand over Hand: Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion (_____ hours per day)

F	Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or upward (_____ hours per day)
F	Reaching Above Shoulder: Extending hand(s) and arm(s) in any direction
F	Repetitive Motion: Substantial movements of the wrists, hands, and/or fingers for sustained periods of time
O	Sitting: Particularly for sustained periods of time
F	Standing: (_ hours per day)
F	Walking: Moving about on foot, particularly for long distances (_____ hours per day)
F	Visual Requirement: Enough to observe and evaluate children, read and write reports. (Examples: Able to see and read screens; detect color coding, read fine print, and/or normal type size print)
F	Hearing Requirement: Enough to: hear and communicate with children and staff. (Examples: able to detect specific noises, proper equipment operation; understand what clients are saying in normal conversation)
	Other Physical Requirements: Describe:

MENTAL REQUIREMENTS:

Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

F,O,N	MENTAL CAPABILITY REQUIREMENTS
	COMPREHENSION
F	Ability to understand, remember, and apply oral and/or written instructions or other information
F	Ability to understand, remember, and communicate routine, factual information
F	Ability to understand complex problems and to collaborate and explore alternative solutions
F	Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints
	ORGANIZATION
F	Ability to organize thoughts and ideas into understandable terminology
F	Ability to organize and prioritize own work schedule on short-term basis (longer than one month)
F	Ability to organize and prioritize work schedules of others on short-term basis

O	Ability to organize and prioritize work schedules of others on long-term basis
	REASONING AND DECISION MAKING
F	Ability to apply common sense in performing job
F	Ability to make decisions which have moderate impact on immediate work unit
F	Ability to make decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit
F	Ability to make decisions which have significant impact on the department's credibility, operations, and services
	COMMUNICATION
F	Ability to understand and follow basic instructions and guidelines
F	Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
F	Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information
F	Ability to communicate with individuals utilizing a telephone; requires ability to hear and speak effectively on phone
F	Ability to express or exchange ideas by means of the spoke word, communicating orally with others accurately, loudly, and quickly
O	Ability to make informal presentations, inside and/or outside the organization. Speaking before groups
O	Ability to compose materials such as detailed reports, work-related manuals, publications of limited scope or impact, etc., and/or to make presentations outside the immediate work area
F	Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact, etc., and/or to make formal presentations
	MATHEMATICS
O	No mathematical ability is required
F	Ability to count accurately
F	Ability to add, subtract, multiply, divide and to record, balance, and check results for accuracy
F	Ability to compute, analyze, and interpret numerical data for reporting purposes
O	Ability to compute, analyze, and interpret complex statistical data and/or to develop forecasts and computer models
	Additional comments regarding mental capability requirements:

WORK ENVIRONMENT:

Check each of the mental abilities that are required to perform the essential functions of this position. Please comment in the space provided to elaborate or further explain this position's mental capability needs.

F,O,N	**WORK ENVIRONMENT:** On the job the employee:
F	Is exposed to excessive noise
O	Is around moving machinery
F	Is exposed to marked changes in temperature and/or humidity
F	Is exposed to dust, fumes, gases, radiation, microwave (circle)
N	Drives motorized equipment
F	Works in confined quarters
	DEVICE OPERATION:
F	List all computers, peripherals, and other hardware required to perform this job: laptop
F	List all computer software required to perform this job: Software for adaptation basic programs (word, excel, outlook, and others as required)
F	List all office machines required to perform this job: printer, copier, laminator, and other as required
N	List all vehicles that must be operated to perform this job: N/A
N	List any other machines (including heavy equipment) required to perform this job: N/A
N	List all tools involving manipulation that are required to perform this job: N/A

Indicate any additional pertinent information about the requirements for this job that have not been previously addressed on this questionnaire: