

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO
JOB DESCRIPTION

Title:	OCCUPATIONAL THERAPIST	File 216
Reports to:	Director of Student Services	
Job Objectives:	Provides evaluations and therapeutic interventions to help students identified by an Intervention Assistance Team as having a disability achieve maximum benefit from the educational program. Encourages parental involvement.	
Minimum Qualifications:	<ul style="list-style-type: none">· Valid occupational therapy license and certificate from both the professional board and the Ohio Department of Education.· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Training and/or experience in behavioral management techniques is preferred.· Ability to cope with stressful traffic, weather conditions, and passenger distractions. <p><i>Note:</i> This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.</p>	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Performs evaluations (i.e., screenings and assessments). Evaluates the needs of students based on all available information.· Works with staff and parents to prepare and implement Individualized Education Plans (IEP) for identified students.· Develops a therapy schedule. Complies with state model policies and procedures for the education of students identified as having a disability. Works with staff to ensure that services are provided in the least restrictive educational environment.· Upholds board policies and follows administrative guidelines and procedures.· Promotes a favorable image of the service center. Encourages community/school partnerships that enhance the service center's operational effectiveness.· Requisitions program supplies. Sets up equipment. Promotes the proper use and care of school property.· Oversees the cleaning, repair, and replacement of therapy equipment. Follows standard sanitation procedures to maintain a clean program environment. Ensures that supplies and equipment are stored properly.· Follows safety precautions when using therapeutic techniques and treatments.· Provides activities for students to increase strength, dexterity, coordination, and endurance skills. Positions students. Teaches students daily living skills and methods to manage their environment.· Provides instructions in the use and care of assistive technology and/or augmentative devices.· Implements effective pupil management procedures. Maintains high standards and upholds the student conduct code.	

- Collaborates with staff to implement behavior improvement plans. Counsels students to acknowledge and manage responsible personal conduct. Charts behavior as required.

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- Develops and maintains a positive learning environment. Helps staff, families, and students understand therapy goals and how they relate to the educational program.
- Provides guidance, communicates high expectations, and shows an active interest in student progress. Facilitates critical-thinking, problem-solving, and creativity skills.
- Collaborates with teachers. Shares knowledge and resources that enhance student learning.
- Maintains written lesson plans to address student needs.
- Helps students take full advantage of the learning environment or adapts the setting to meet student needs (e.g., access and proximity to activities, use of adaptive equipment, etc.).
- Documents therapy progress. Submits reports on time.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Consults with parents as needed (e.g., telephone calls, messages, meetings, etc.).
- Uses support personnel to address student concerns (e.g., excessive absences, at-risk behavior, mental/physical health, family/peer relations, etc.).
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for behavior that may indicate a problem. Works with staff to eliminate unacceptable behavior.
- Reports evidence of suspected child abuse and neglect as required by law.
- Supports a full range of educational options. Helps staff resolve problems related to the participation of students with disabilities in appropriate peer group activities.
- Works with community services associated with students' programs (e.g., court systems, law enforcement, health care facilities, child welfare services, etc.).
- Schedules home visits when appropriate to support therapy goals. Provides families information about proper techniques to assist with therapy exercises at home.
- Follows end of year IEP close out procedures.
- Participates in parent conferences, open houses, and other required events when appropriate.
- Supports parent organizations and encourages student activities as time permits.
- Participates in staff meetings and professional growth opportunities.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a professional demeanor.
- Strives to develop rapport and serves as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities Required:

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Acts in accordance with the professional code of ethics (i.e., state licensure board).
- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Addresses problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises tact and self-control when dealing with other individuals.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Under the direction of the director of special education and executive director of human resources and pupil services: plans work assignments, provides instructions, and monitors assigned staff and volunteers. Promotes teamwork and helps staff as needed to successfully accomplish delegated duties.

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Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require using a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.

The Educational Service Center of Central Ohio Governing Board does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, including employment opportunities. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

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