



Title: Occupational Therapist

Qualifications:

Bachelor's degree from a four year accredited program of occupational therapy.

Two years of experience or a master's degree in occupational therapy.

License as an Occupational Therapist in North Carolina.

National Board of Occupational Therapy Certification

Nature of Work

An Occupational Therapist participates in the development, implementation and coordination of an occupational therapy program to provide screening, evaluation and treatment of exceptional students. The employee must select, from a wide range of activities, the program activity appropriate for each student. Problems that arise in the treatment program are expected to be resolved independently. Errors in the treatment could cause serious harm to students and potential liability to the school system.

Knowledge, Skills and Activities

- Thorough knowledge of the theory, principles and methods of occupational therapy.
- Working knowledge of normal child development.
- Working knowledge of general management practice.
- Skill in adapting or designing equipment for individual needs.
- Skill in administering treatment.
- Ability to select and administer appropriate assessment and treatment activities.
- Ability to plan, implements, administers and coordinates an occupational therapy program.
- Ability to plan, coordinate and conduct on the job training and continuing education for a variety of individuals.
- Ability to communicate effectively orally and in writing.

Essential Job Functions:

- Evaluates students' abilities through a variety of functional and behavioral assessments and collection of information.
- Provides direct therapy through various activities to develop and maintain living skills.
- Participates in the multi-disciplinary meetings to develop Individual Education Plans.
- Designs and constructs or modifies special equipment to meet individual needs.

- Instructs and monitors educational personnel, community agencies and parents in the program to increase strength and dexterity of exceptional students.
- Coordinates the development and evaluation of a school-wide occupational therapy program.
- Projects budget needs, prepares and maintains budget.
- Documents needs for equipment and materials.
- Maintains clinical and administrative records in accordance with State guidelines and school policy.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____