

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA  
JOB DESCRIPTION, FEBRUARY 2005**

**JOB TITLE: OCCUPATIONAL THERAPIST**

**GENERAL STATEMENT OF JOB**

Under limited supervision, provides professional services to help students overcome or compensate for deficiencies in occupational performance areas and gain optimum benefit from District special services programming. May serve as Lead Occupational Therapist as assigned. Reports to the Director of Special Services and assigned Principal.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Evaluates referred students by assessing range of motion, muscle strength, tone and sensory systems, fine motor skills, self-help skills, oral-motor skills and visual-perceptual skills as indicated.

Administers standardized tests as appropriate.

Communicates evaluation results to parents and teachers.

Coordinates, with members of a multi-disciplinary team, individual strategies, accommodations and the use of adaptive equipment.

Plans, coordinates and provides occupational therapy treatment sessions based on evaluation findings and recommendations; trains students in the appropriate use of adaptive equipment.

Prepares and submits accurate and complete documentation of all assigned cases; prepares daily progress notes, quarterly Medicaid summaries of progress, and IEP updates as required by law and District policy.

Selects, orders and maintains adaptive equipment for individual student needs.

Communicates with school personnel and parents as needed to discuss student progress and concerns.

Participates as a member of the Assistive Technology Team as appropriate.

Trains staff in appropriate intervention techniques with individual students.

Assists in establishing transportation protocols for special needs students as appropriate; supervises the transportation of students to and from occupational therapy.

May serve as Lead Occupational Therapist for the District by communicating and disseminating information to and from Special Services staff and other staff occupational therapists.

Maintains awareness and expertise in current professional research, trends and methodologies as they apply to school physical therapy services; attends training, conferences, workshops, etc., as appropriate to enhance job knowledge and skills.

Receives and responds to inquiries, concerns and complaints from staff, parents, medical personnel and students regarding physical therapy services.

Prepares and/or processes evaluation reports, intervention plans, case notes, other records, reports, memos, correspondence, etc.

Operates a vehicle, power wheelchair, manual wheelchair, and a variety of office equipment such as a computer, printer, fax machine, copier, calculator, telephone, audio-visual equipment, etc.; uses splints, braces, other adaptive equipment and physical therapy supplies, clerical / copier / computer supplies, small hand tools, etc.

Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, other District / school administrators and staff, students, parents, medical professionals, community / government agencies, vendors, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Supervises activities of assigned interns.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, ordering supplies, etc.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Master's degree in occupational therapy, rehabilitation science or related field supplemented by nine to twelve months of experience providing occupational therapy services, preferably in an educational setting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess current, valid certification by the S.C. Board of Occupational Therapy Examiners. Must possess a valid state driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Requires medium work that involves walking, standing, stooping, stretching, reaching, lifting, pulling, pushing most of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving very close tolerances or limits of accuracy.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or direction from supervisor, instructing students / parents / school staff, and coordinating the work of others.

**Language Ability:** Requires ability to read a variety of reports and documentation, policy and procedure manuals, occupational therapy texts, professional journals, etc. Requires the ability to prepare therapy plans, reports, records, recommendations, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach students, employees and parents. Must be able to communicate effectively and efficiently with persons of varying ages and educational/cultural backgrounds and in a variety of technical and/or professional languages including occupational / physical therapy, special education, counseling, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals and to determine time. Must be able to use advanced applications of statistics.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape; and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office equipment, wheelchairs and other adaptive equipment; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, tools, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a slight degree and to tension as a regular, consistent part of the job.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the Lexington Richland School District Five as they pertain to the performance of duties of the Occupational Therapist. Has thorough knowledge of the organization of the District. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Has the ability to plan and develop daily, short- and long-term goals related to District

purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has comprehensive knowledge of the theories, methods, practices and materials of occupational therapy. Has thorough knowledge in the areas of special education, special needs assessment, pediatric rehabilitation, etc.; has working knowledge of related physical and speech therapy. Is able to interpret and take into consideration evaluations and recommendations of psychologists and medical professionals. Is able to review and analyze standardized test results, and use results appropriately in therapy treatment planning processes. Knows how to conduct thorough sensory-motor skill evaluations of students. Is able to plan and implement effective occupational therapy strategies in cooperation with other special services team members. Knows how to develop effective relationships with assigned students. Is able to properly lift, carry, handle and otherwise work with medically fragile children. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Is able to provide effective leadership and coordination as assigned. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Has knowledge of proper English usage, grammar, punctuation and spelling; has the mathematical ability to handle required calculations. Has knowledge of and is able to use modern office practices and equipment, including computers. Knows how to react calmly and quickly in emergency situations; is able to handle volatile situations calmly and professionally. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**