

# **MID-OHIO EDUCATIONAL SERVICE CENTER**

## **JOB DESCRIPTION**

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<b>Title:</b>	<b>Occupational Therapist</b>
<b>Reports To:</b>	<b>Assistant Director of Student Services</b>
<b>Employment Status:</b>	<b>As Determined by the Assistant Director of Student Services</b>
<b>Days:</b>	<b>As Determined by the Assistant Director of Student Services</b>
<b>MOESC Salary Schedule:</b>	<b>OT</b>
<b>FLSA:</b>	<b>Exempt</b>

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## **QUALIFICATIONS**

- B.A. or B.S. Degree in Occupational Therapy or higher or international equivalent.
- Successful completion of the National Board for certification in Occupational Therapy, Inc. exam
- License from the State of Ohio Occupational Section of the Occupational Therapy - Physical Therapy - Athletic Trainer board.
- ODE license-Pupil Services-Occupational Therapist
- Successfully pass BCI/FBI records checks

## **GENERAL DESCRIPTION**

In collaboration with each child's special education team, the Occupational Therapist is responsible for assessment, planning, goal development and implementing appropriate intervention services. Occupational Therapy services focus on assisting students in developing functional life skills, which may include fine motor, sensory processing, self-help, and prevocational skills. Services may also include providing adaptive equipment or assistive technology to increase independent functioning in the school environment.

## **ESSENTIAL FUNCTIONS / SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Carry out evaluations and re-evaluations procedures for identified students

- Plan and develop therapeutic intervention goals and plans of care that are educationally relevant, used in students' educational programs, and monitored for progress
- Maintain a system of documentation that is professional, efficient, and accountable that conforms to state and agency policies and practice standards
- Maintain therapy inventory, equipment and supplies
- Communicate results of evaluations and reports of occupational therapy services to the educational staff, parents, students, and when appropriate, other professionals and agencies concerned with the students
- Attend staff meetings and other school meetings as requested
- Attend and facilitate in-service education and professional development for educational teams
- Professionally supervise and monitor the job performance of any assigned occupational therapy assistants and OT/OTA students
- Monitor occupational therapy services by teaching and supervising other professionals and paraprofessionals who are involved in with the implementation of the intervention procedures
- Provide consultation to the educational system regarding student needs, professional needs, and system needs in order for the system to achieve its goals and objectives
- Work cooperatively as a member of the therapy team
- Participate in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans and plans of care to achieve IEP goals
- Attend to additional duties and responsibilities as assigned
- All other duties as assigned

### **PERSONAL QUALITIES**

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Good Communication skills, both verbal and written

- Ability to work well with others and maintain confidentiality
- Participates in professional development that relates to the position
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

## **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasional exposure to blood and bodily fluids
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

## **PHYSICAL DEMANDS**

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment, but not for sustained periods
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment. Travel among schools and districts is required
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

## **EVALUATION**

Performance of this job will be evaluated by the Assistant Director of Student Services according to Mid-Ohio ESC board policy.

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 all responsibilities, duties, and skills required for the position. Additional duties are performed by the individuals currently holding

this position and additional duties may be assigned by the supervisor, appointing authority or designee.

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Employee Signature

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Date Received

***The Mid-Ohio Educational Service Center is an equal opportunity employer.***