



SAN JUAN ISLAND SCHOOL DISTRICT

JOB DESCRIPTION

POSITION:	OCCUPATIONAL THERAPIST
Reports to:	Special Services Director
Term:	180-day school year
Building:	District Wide
Exemption Status:	Exempt
Union Affiliation:	San Juan Education Association
Salary:	Certificated Salary Schedule
Benefits Eligibility:	Eligibility dependent on annual work hours.

Position Summary:

The Occupational Therapist, under the direction of the Special Services Director, plans and provides for appropriate services for students who are assigned by the Individualized Educational Program team to the occupational therapy caseload for evaluation, skill development, and treatment. Services may be provided in a center program, a classroom, a constituent school district program, or a different service format depending on the individual needs of the student(s). The Occupational Therapist provides an atmosphere and environment conducive to the intellectual, physical, social, and emotional development of all students; Monitors and evaluates student outcomes; Communicates and interacts with students, parents and staff; Develops, selects, and modifies guidance lessons and materials to meet the needs of all students; Monitors appropriate use and care of equipment, materials, and facilities; Utilizes all resources available to establish cooperative relationships with parents, staff members and administrators to support each student's ability to learn and grow intellectually, socially and in life.

Essential Responsibilities:

- Conducts occupational therapy evaluations of suspected students with disabilities or special education students through the referral or the Multidisciplinary Team (MDT) and Special Education (SPED) leadership team meeting.
- Provides and/or coordinates occupational therapy services to students assigned to the caseload in areas of fine/gross motor skills, daily living skills, perceptual motor skills, and sensory-motor skills.
- Attends MDT and IEP meetings when requested.
- Performs Medicaid billing and associated procedures.
- Develops annual goals and short-term instructional objectives for students assigned to the caseload.
- Maintains appropriate student and other records. Utilizes technology to maintain student records and other reports.
- Provides consultation to staff, parents/guardians, and others regarding occupational therapy services and adaptive equipment.
- Assists students with adaptive equipment needs.
- Coordinates the activities of and instructs Para Educators, if assigned.
- Participates in staff meetings, staff development/special programs, school improvement teams, and planning committees as appropriate to the assignment.
- Skilled in using proper grammar and English in oral and written communications as well as correct spelling usage.

- Maintain high standards of professionalism and diplomacy, establish cooperative working relationships with District staff to enhance the completion of assigned tasks.
- Ability to work in an atmosphere where interruptions occur frequently and priorities are often modified, using a high degree of flexibility.
- Evaluate and record student progress; collect and interpret a variety of data, prepare reports.
- Develop and maintain professional competency through in-service education, coursework, and other professional growth activities.
- Maintain consistent presence at assigned worksite and regular work hours.
- Travels to and from district sites to deliver occupational therapy services.
- Represents the district on various community services agencies and professional organizations as appropriate to the assigned area.
- Professionally interact with students, staff and public.
- Establish and maintain professional boundaries with students.
- Comply with all district policies and procedures and with the Code of Professional Conduct.
- Perform related duties as assigned.

Minimum Qualifications:

- Bachelor's degree (required).
- Candidates should have successfully completed and graduated from an accredited occupational therapy professional program recognized by NBCOT and have completed all fieldwork requirements (required).
- Two years of experience as an occupational therapist, preferably in school system or other pediatric practice setting (preferred).
- Commitment to working with underserved students (required).
- Experience working in a public school (preferred).
- Strong interpersonal skills and proven ability to work as a member of a team.
- Flexible and enthusiastic.
- Demonstrated experience managing and promoting positive student behavior at all times.
- Demonstrated positive, willing attitude with mature and direct problem-solving skills, strong interpersonal skills.
- Demonstrated commitment to continuous improvement, professional growth, and increased student achievement.
- Excellent oral and written communication skills.
- Experience and/or training with cultural, ethnic and language diversity preferred.
- Valid Washington State Educational Staff Associate certification with appropriate endorsement, required.
- Successful WA State Patrol and FBI fingerprinting clearance.
- I-9 Employment Eligibility in compliance with the Immigration Reform and Control Act.
- Completion of all district-required trainings in SafeSchools within thirty (30) calendar days form hire date.
- Ability to obtain DOH SLP licensure to provide Medicaid billing.

Desired Skills and Abilities

- Child development
- Familiarity with school rules, codes, and standards
- Basic special education methods and procedures for dealing with students with moderate to severe physical, emotional, and/or learning disabilities.
- Ability to follow written and oral instructions and observe School policies and procedures; Demonstrate patience in working with students of varying abilities and disabilities.
- Prepare, maintain, and present required reports, records, and documentation.
- Maintain a calm personal demeanor and remain focused in situations of high stress.
- Maintain student and District confidentiality.
- Operate classroom and standard office equipment, including a personal computer using programs appropriate to assigned duties.

- Familiarity of IEP Online Special Education Platform.

Work Environment:

Itinerant position: required to travel throughout the district to provide services. Working conditions may include but are not limited to: a high paced environment with constant interruptions, including health room, office, classroom, playground, school grounds, and general school environments; requires a great deal of energy, flexibility, and patience to meet many and varied situations. Work space is not always constant; may be required to shift working area and to share workspace with other staff; must feel comfortable dealing with a diverse range of behaviors which may include upset or distraught students and staff; may experience any type of emergency situation; dealing with a wide range of student health problems and crisis; exposure to infectious diseases and bodily fluids; occasional attending to individual student's personal hygiene; observation of and adherence to strict health codes; work may require travel throughout the district in inclement weather; frequently required to wear protective clothing; may be required to perform medical treatments in a classroom setting; required to supervise unlicensed staff in multiple buildings.

Physical Requirements Include:

- Continuous (2/3 to all the time, possibly the full day): Talking, Hearing, Seeing, Handling, Fingering, Grasping.
- Frequent (1/3 to 2/3 of the time or up to 5+ hours of an eight-hour day): Standing, Walking, Bending, Stooping, Crouching, Squatting, Reaching
- Occasional (1/12 to 1/3 of the time or up to 2 ½ hours of an eight-hour day): Sitting, Lifting, Carrying up to 10 pounds, Turning, Twisting, Kneeling
- Rare (0 to 1/12 of the time, 40 minutes of an eight-hour day): Climbing, Balancing, Pushing, Pulling
- Not Present: Jumping, Crawling

Reports to:

Reports to the Special Services Director. Takes direction from Building Administrators.

Evaluation:

The Special Services Director will evaluate the Occupational Therapist pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

Classification History:

Developed, 2022