

POSITION: Occupational Therapist Registered

QUALIFICATIONS: Valid Pennsylvania Occupational Therapist Registered License - OTR/L

REPORTS TO: Supervisor of Pupil Personnel Services

LOCATION: School districts located within CIU-20 catchment area

JOB GOAL: To provide a comprehensive school-based occupational therapy program which will facilitate technical assistance for COTA's to provide school-based occupational therapy services to students.

Essential Duties and Responsibilities:

1. Provide technical supervision and assistance to COTA's in the delivery of services to students.
2. Conduct technical assistance at staff meetings on a rotating basis for COTA's in conjunction with supervisory staff meetings by the Supervisor of Pupil Personnel Services.
3. Responsible for program development related to current and progressive trends in occupational therapy.
4. Develop modules for specific special education programs in relationship to occupational therapy.
5. Meet with Supervisor of Pupil Personnel Services on a scheduled basis once a month.
6. Consult and monitor specific programs.
7. Screen and evaluate students in order to determine occupational therapy services.

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8. Provide designated services of occupational therapy for individual and/or groups of students.
9. Review of written and oral communications for technical language and application.
10. Coordinates service with other disciplines.
11. Apprise CIU-20 administrative and supervisory personnel regarding the needs and trends for students in specific districts.
12. Recommend and utilize community resources in the facilitation of services for students.
13. Attends staff meetings and serves on staff committees as required.
14. Assumes responsibility for materials and equipment and facilities.
15. Responds positively to supervision and suggestions for improvement.
16. Maintain current theories and techniques in discipline content areas as well as best practices.

Other Duties

Responsible for all other duties as assigned by the Supervisor of Pupil Personnel Services including the accomplishment of job goals as determined by the CIU-20 departmental plan.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Term of Employment: Salary and work year to be established by the Board.

In accordance with state and federal law, reasonable accommodations will be considered upon employee request.

7/1/08