POSITION GUIDE

Position Title: Occupational Therapist **Code:**

Department: Early Childhood & Special Education Services **Group:** PROF

Reports to: Supervisor of Program **Date:**

PURPOSE OF POSITION:

To provide occupational therapy services to students in the IU13.

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- ***prompt responsiveness to inquiries***
- ***professional and courteous verbal and nonverbal communication***
- ***proactive problem solving***
- ***embody the IU13 keys to culture***

1. Assessment of the student's occupational performance areas and occupational performance components which are relevant to the student's functioning in school.

2. Participation in educational MDE and IEP processes for identification of students' strengths, needs, exceptionality, goals, objectives, and determination of service delivery requirements necessary for students to benefit from their educational programs.

3. Design and implementation of occupational therapy intervention programs that fulfill the student's IEP or the Service Agreement.

4. Ongoing management of the occupational therapy program including documentation, communication, record keeping, in-service education, and maintenance of supplies and equipment within the occupational program.

5. Supervision of the certified occupational therapy assistant and other personnel who may be associated with the occupational therapy program.

6. Collaborate with members of the student's educational team.

7. Develop a monthly schedule which reflects services in compliance with the needs of all students on the therapist's caseload.

8. Adheres to the established work schedule through regular and consistent attendance.

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9. Contributes to the effective team management of all problems, issues and opportunities.

10. Follows all federal, state and local laws/ requirements pertaining to privacy practices, including but not limited to, FERPA and HIPAA. In addition, knows, observes and adheres to all LLIU policies and procedures.

MARGINAL FUNCTIONS:

Marginal Function will vary with the specified assignment and depend on the particular unit function for which the person is responsible.

KNOWLEDGE & SKILL REQUIREMENTS:

Education: Bachelor's Degree in Occupational Therapy required; Master's Degree preferred.

Certification: PA State License in Occupational Therapy

Other: Valid PA Driver's License

SUPERVISION OF PERSONNEL:

May supervise a COTA as assigned by program supervisor.

PHYSICAL/MENTAL/ENVIRONMENT:

Physical Demands:

Activities:	90% physical activity; 10 % desk work
Driving:	As needed for position
Lifting:	up to 150 lbs.; transfer of students required
Vision:	normal
Mental Demands:	interpret, analyze, problem solve
Environment:	normal office and classroom environment

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

_____
Print Name

_____ _____
Signature Date

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