



LAFAYETTE PARISH SCHOOL SYSTEM
JOB DESCRIPTION

Job Title: Occupational Therapist
Reports To: Director of Special Education
Prepared By: Employee Services
Salary Grade: Instructional Salary Schedule
Obj/Func: 113/2161

Department: Special Education
FLSA Status: Exempt
Prepared Date: September 30, 2020
Approved Date: October 14, 2020
Days: 182
2002 Sales Tax Eligible: No

Summary: Apply a wide variety of occupational therapeutic techniques to students with physical disabilities and diseases.

Qualifications: Graduate of an ACOTE (or predecessor) accredited Occupational Therapy Program; Must possess current State of Louisiana Occupational Therapist License or be license eligible and obtain Louisiana Occupational Therapy License within six months of employment.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Participates in the development, implementation, and coordination of an occupational therapy program to provide screening, evaluation, and treatment of students with disabilities.
- Participates in multi-disciplinary meetings to develop Individualized Education Plans.
- Implements and monitors therapy programs as specified in each student's Individualized Education Program (IEP).
- Charts progress and writes progress evaluations.
- Obtains physician referrals annually.
- Discusses occupational therapy results and progress with physicians, teachers, parents, and related personnel.
- Instructs, trains, and monitors classroom staff with individual student concerns such as positioning, transfers, and ambulatory needs.
- Consults with school staff in making necessary environmental adaptations so that students can access school classrooms, buildings, playgrounds, and other facilities.
- Monitors fitting, sizing, and training staff on devices and equipment (wheelchairs, standers, transfer devices, braces, and prostheses) to enhance student independence in the educational setting.
- Performs other duties as assigned.

Additional Skills and Professional Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the additional knowledge, skill, and/or ability required.

- Considerable knowledge of occupational therapy principles, practices, and methods.
- Considerable knowledge of anatomy, physiology, neuro-anatomy, and related areas.
- Considerable knowledge of therapy evaluation and treatment procedures.

- Ability to train others in occupational therapy principles, practices, and methods.
- Ability to maintain records and reports of treatment administered.
- Ability to understand, interpret, and adopt written and oral directions regarding prescribed occupational therapy.
- Ability to make adjustments and perform minor maintenance on standard therapy equipment.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies.

- **Adaptability** - Manages competing demands; changes approach to best fit situation; able to deal with frequent changes, delays or unexpected events.
- **Dependability** - Follows instructions; responds to management directions; takes responsibility for own actions; commits to work when necessary to reach goals; completes tasks on time.
- **Honesty** - Straightforward; acts with integrity; truthful; refuses to steal, cheat or deceive.
- **Decision Making** - Identifies goals; weighs pros and cons; chooses best alternative; displays willingness to make decisions; exhibits sound and accurate judgment; explains reasoning for decisions; includes appropriate people.
- **Cooperation** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a team above own interests; asks for and offers help when needed.
- **Self-Discipline** - Acts responsibly; works hard to reach goals; does quality work; reacts well under pressure; follows through on commitments.
- **Self-Motivation** - Sets and achieves personally challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- **Good Hygiene/Personal Appearance** - Wears attire appropriate to the circumstances; practices personal grooming that is appropriate to the work environment.
- **Courteousness** - Shows understanding; takes an interest in what people say and why they think and act as they do; approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.
- **Effective Communication** - Speaks well; listens well; gives and understands instructions; communicates in ways appropriate to the situation and audience.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

- **Project Management** - Coordinates projects; Completes projects on time and budget; Manages project team activities.
- **Delegation** - Delegates work assignments; Matches the responsibility to the person.

Physical Demands: 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 and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit or stand for prolonged periods, reach in all directions and bend/stoop, and move throughout the classroom, school building, and from building to building. The employee is frequently required to push/pull, stoop, kneel, crouch or crawl. Lifting and carrying (up to 50 pounds), climbing stairs and ramps, and moving equipment/light furniture may be required. Daily district-wide travel is a requirement of employees in this position.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, a variety of childhood and adult diseases and illnesses, heated/air conditioned and ventilated facilities, and buildings in which a variety of chemical substances are used for cleaning. The noise level in the work environment is usually noisy.

Acknowledged and Approved

Date