



## **NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION**

**Position Title:** Occupational Therapist

**Department:** As Assigned

**Location:** As Assigned

**Reports To:** Program Administrator

**FLSA Status:** Exempt

**Bargaining Unit:** Licensed, NWEA

**Compensation:** Salary Schedule

**Work Days:** 192

Prepared Date: 3/2023

Revised Date: 5/2024

### **NW REGIONAL ESD'S MISSION STATEMENT**

*In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

### **GENERAL DESCRIPTION:**

This position evaluates and provides occupational therapy services to children who have mental and/or physical disabilities and who are on a current Individualized Education Plan (IEP) or an Individualized Family Service Plans (IFSP). This position also provides consultative and/or direct service in an assistive technology.

**QUALIFICATIONS:** 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.

1. Current state Occupational Therapy license
2. Bachelor's degree from four-year college or university
3. Minimum of two years experience working with children.
4. Assistive Technology Professional (ATP) certification through RESNA (Rehabilitation Engineering Assistive Technology Society of North America), preferred
5. Valid driver's license

### **KNOWLEDGE, SKILLS, and ABILITIES:**

1. Ability to deliver and articulate oral presentations and written reports including OT assessments, as well as parent and staff training on topics related to the field of occupational therapy, such as self-regulation, sensory-processing, and fine motor and adaptive skills. processing and fine motor and adaptive skills, etc.
2. Ability to establish and maintain effective working relationships with children, students, parents, staff, administration and community partners

**ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Work collaboratively with parents and staff in support of the total educational program. Attends meetings related to caseload.
- B. Evaluate children to identify need for occupational therapy services and type/level of service.
- C. Interpret data to design a treatment plan. Re-evaluates plan on annual basis via IEP or IFSP. Reevaluate eligibility as needed.
- D. Implements treatment plan for individuals or groups. Provide training to instructional assistants and others within the educational plan.
- E. Maintain accurate records of students evaluated and served, including assessment results, IEP/IFSP progress, and other documentation or reports as needed (i.e., written evaluations, test results, progress reports, notes, and other child records).
- F. Confer with other professional and general staff members to coordinate, schedule and implement occupational therapy goals and objectives within the educational plan.
- G. Serve as a resource for medically related information for parents, school staff and teachers.
- H. Consult and collaborate with teachers and other specialists regarding appropriate motor activities, self-help skills, sensory needs, adaptations, and special equipment or assistive devices, as necessary.
- I. Maintain communication with other professionals, general staff members, parents and other public and private agencies (e.g., Children's Services Division, Shriners) related to child's needs, progress and safety.
- J. Train special education and general education staff, parents and other team members on specific interventions.
- K. Fabricate and adapt specialized materials and devices to assist children to participate in their education.
- L. Complete all district and state reporting requirements, including documentation of services provided using one of the approved platforms (such as ecWeb or orSPED).
- M. Perform duties related to operation of the occupational therapy department, such as maintain inventory and order supplies or equipment.
- N. Keep current standards of practice to provide best service to the child, and maintain professional growth and development.

### **WORKPLACE EXPECTATIONS**

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds



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- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRES D patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

## **LANGUAGE SKILLS:**

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

## **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy.

## **REASONING ABILITY:**

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **WORK ENVIRONMENT:**

Work is performed in a variety of settings, including a standard office, community and/or district preschools, home visits, or other locations within the community. Travel to various sites may be required.

## **Daily:**

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

**Weekly:**

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required.

**Required Physical Demands of Essential Functions and Responsibilities:**

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 of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and frequently required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

**Note:** The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

***NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.***

**Equal Opportunity Employer**

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at



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[hrhelp@nwresd.k12.or.us](mailto:hrhelp@nwresd.k12.or.us). Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.