

**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Licensed**

**JOB TITLE:** Student Services-Occupational Therapist

**Reports To:** Director of Student Services

**Job Purpose Statement/s:** The position of Occupational Therapist is for the purpose/s of assessing students' functional development level; maximizing students' functional level; providing information for program development and student placement; improving students' performance; and providing information on child development and/or issues on specific students to instructional personnel.

**Essential Job Functions:**

- **Assess** students' fine motor skills and development (e.g. perceptual-motor, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining their deficits and developing recommendations.
- **Advocate, model and implement** David Douglas School District Educational Racial Equity policy.
- **Demonstrate** preparation and skill in working with students, staff and families/caregivers from diverse background.
- **Consult** with teachers, families, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for services and/or making recommendations.
- **Participate** in meetings (e.g. IEP conferences, parent meetings, in-services, etc.) for the purpose of developing plans and/or providing information regarding students' functional goals.
- **Instruct** students for the purpose of implementing plans for re-mediation of functional limitations.
- **Prepare** documentation (e.g. evaluations, observations, progress, contacts with families, teachers and outside professionals, etc.) for the purpose of providing written support, developing recommendations and/or conveying information.
- **Present** information on various topics related to professional expertise in occupational therapy for the purpose of communicating information and gaining feedback on treatment issues.
- **Research** resources and methods (i.e. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining appropriate approach for addressing students' functional goals.
- **Screen** students for the purpose of determining the need for further individualized assessment.
- **Obtain** needed equipment, modifies/makes equipment as needed to improve student performance.

**Other Job Functions:**

- **Assist** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

**Job Requirements – Qualifications:**

- ♦ **Experience Preferred:** Prior job related experience.

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### **♦ Skills, Knowledge and/or Abilities Required:**

*Skills* to apply assessment techniques and treatment modalities, communicate effectively.

*Knowledge* of assessment techniques and treatment modalities, relevant education codes, state and district policies, child development patterns.

*Abilities* to sit for prolonged periods, complete a case study and develop an individual education plan; work independently, be flexible and work under time constraints, and work effectively with staff, families, students and community. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near/far visual acuity/visual accommodation.

**Licenses, Bonding and/or Testing Required:** Licensure for Occupational Therapy, Criminal Justice fingerprint clearance, valid driver's license and evidence of insurability.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

Multi-Cultural preferred. Bi-Lingual preferred.

**Other:** First aid card and cardiopulmonary resuscitation certificate.

**Terms of Employment:** Salary and work year according to the current contract and school calendar.

**Evaluation:** Performance of this job will be evaluated each year in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff. Reports to the Director of Student Services.

### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

***David Douglas School District is an Equal Opportunity Employer.***

Reviewed and agreed to by:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

c: Administrator  
Employee  
File