

*Occupational Therapist*  
*School District Job Descriptions*

**Position Title:** Occupational Therapist  
**Department:** Special Services  
**Reports to:** Director of Special Services

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**SUMMARY:** Works with students who have fine motor problems, sensory issues, and visual perceptual difficulties. (Note: Occupation Therapy is a related service to Special Education services.)

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Implementation to meet the IEP goals
- Program planning and management
- Equipment/room maintenance.
- Program services include: self help skills, functional mobility, environmental adaptations, sensory processing, fine motor skills, and visual perceptual skills.
- Writes IEPs.
- Evaluates students and writes reports.
- Consults with special teachers/regular teachers on student difficulties.
- Schedule students for evaluation and treatment.
- Gives suggestions to parents (if asked) on how to help OT students at home.
- Complete Medicaid "Direct Billing" paperwork

**SUPERVISORY RESPONSIBILITIES:**

Supervises students.

**EDUCATION and/or EXPERIENCE:**

Graduated from an approved school of Occupational Therapy.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Certification by National Registration Exam. Must have a license from the State of Missouri to practice Occupational Therapy.

**EVALUATION:** Notification to contract agency regarding performance at school.

**TERMS OF EMPLOYMENT:** Nine+ month employee. Contracted service.

Acknowledged \_\_\_\_\_

Date \_\_\_\_\_