

# DeKalb County School District

## Position Specification

Title: Teacher, Occupational Therapy

<b>DIVISION</b>	School-Based	<b>LEVEL</b>	Teacher
<b>DEPARTMENT</b>	School-Based	<b>FLSA</b>	Exempt
<b>REPORTS TO</b>	Principal	<b>APPROVED (HR)</b>	07/02/2012
<b>CLASSIFICATION</b>	Teacher		
<b>CALENDAR</b>	10 Month		
<b>RETIREMENT</b>	Teachers Retirement System		

### General Statement of Job

Plans, organizes, and conducts occupational therapy program to facilitate development and rehabilitation of mentally, physically, or emotionally disabled students in order to afford students an opportunity to progress in the general and/or functional curriculum.

### Specific Duties and Responsibilities

#### Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Provides occupational therapy to students both directly and through consultation.
- Evaluates students and plans occupational therapy programs based on the Individual Education Plans (IEP) developed for students.
- Consults and collaborates with teachers and parents to select activity programs consistent with needs and capabilities of individual students and to coordinate occupational therapy with other therapeutic activities.
- Maintains student files and all records of student progress toward individual goals.
- Requisitions supplies and equipment.
- Conducts training programs on occupational therapy techniques and objectives for teachers and other staff members.
- Submits computerized billing for reimbursement.
- Participates in IEP meetings and acts as liaison between school personnel and medical community.
- Performs other duties as assigned.

**Education and/or Experience:**

Bachelor's degree from an approved accredited college or university in occupational therapy required.

Minimum of six (6) months experience in physical, psychological, and pediatric fieldwork required.

**Certificates, Licenses, Permits:**

Valid occupational therapy license issued by the State of Georgia required.

**Knowledge, Skills & Abilities:**

*May require:*

**Knowledge of** normal and abnormal child development; educational principles and approaches pertinent to children with traumatic brain injuries, children with various intellectual and learning disabilities, special needs preschool children, visually, hearing and orthopedically impaired children, and children with emotional and behavioral disorders; age-specific human development characteristics; physiology and anatomy; and treatment/analysis of physical and psychosocial dysfunctions.

**Skill in** oral, written and interpersonal communication, including communication for sight, hearing and speech impaired; establishing and/or facilitating individualized and group special education, vocational and community skills training programs, programs for the disabled, speech and language programs and teacher support programs; educational approaches for planning and implementation of intervention programs for children and families; organization; use of evaluation instruments; data interpretation; application of techniques to appropriate disabilities; assistive technology; and problem solving.

**Ability to** understand and interpret a wide variety of assessment tests relative to intellectual, emotional and physical abilities and disabilities; provide individual and group instruction in students' homes, the classroom and specialized facilities; enhance student competence and incorporate formal and informal outside resources into educational processes; lift heavy objects; prioritize assignments; and manage multiple tasks simultaneously.

**ADA Requirements:**

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Reaching:** Extending hand(s) and arm(s) in any direction.

**Fingerling:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

**Talking:** Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

**Hearing:** Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

**Vision:** The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

**Repetitive Motions:** Substantial movements (motions) of the wrists, hands, and/or fingers.

**Performance Factors:**

**Interaction with Others:** Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

**Concentration:** Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

**Stressful Circumstances:** Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

**Independent Judgment:** Ability to complete work tasks without being given procedure directions relative to works steps or the final project.

**Decision Making:** Ability to make appropriate business decisions.

**Organizational Skills:** Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

**Attention to Detail:** Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

**Public Contact:** Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

**Attendance and Dependability:** Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.