

**DAWSON COUNTY SCHOOLS
POSITION GUIDE**

POSITION TITLE: Occupational Therapist	JOB CODE: 483
DEPARTMENT: Exceptional Children	PAY TYPE (FSLA): Exempt
REPORTS TO: Director of Exceptional Children	PAY GRADE:
RETIREMENT: TRS	WORK DAYS: 190

QUALIFICATIONS:

Georgia licensure in Occupational Therapy; Master's Degree Preferred. Knowledge of Federal, State, and Local Laws and Policies as they pertain to OT.

REPRESENTATIVE DUTIES & RESPONSIBILITIES:

- Provide occupational therapy to students as determined by their Individual Education Plans (IEPs) or 504 Plans and maintain documentation of school therapy services.
- Obtain medical records as needed.
- Assist with staff training in order to provide appropriate services.
- Complete formal reports and maintain communication with parents, staff, and other service providers as needed.
- Supervise and coordinate OT services.
- Attend IEP meetings when appropriate.
- Research and keep abreast of current best practices in the area of Occupational Therapy, keeping the Director of Exceptional Children informed and updated.
- Serve as a liaison between other agencies providing OT services.
- Maintain an inventory of OT related equipment.
- Serve as part of the Assistive Technology Evaluation Team.
- Maintain accurate record of student services provided in the area of Occupational Therapy.
- Possess and maintain valid and appropriate license, certificate and/or credential as may be required for this position.
- Follow work scheduling and attendance requirements in a regular, predictable, and punctual manner.
- Participate in training to increase the skills and proficiency related to the assignment.
- Implement and adhere to appropriate safety procedures and crisis emergency plans to create and sustain a secure and healthy learning environment consistent with district and school rules, policies, and procedures.
- Carry out duties in accordance with federal and state laws, Code of Ethics for Educators in Georgia, and established state and local policies, regulations, and practices.
- Perform, professionally and efficiently, all other duties as assigned.

Adopted:

Revised: