



Little Rock School District

JOB DESCRIPTION

Position Title: Occupational Therapist

Prepared Date: 01/12/2022

JOB GOAL:

The Licensed occupational therapist practicing in the educational setting is to provide therapy services, which correlate with the multi-disciplinary educational team approach. Therapist to follow therapeutic goals in accordance with state and federal guidelines under the individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

TERMS OF EMPLOYMENT:

Nine and one-fourth (9.25) month (190 days) contract, Pay 802 Grade 22, plus benefit package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Non-Exempt

QUALIFICATIONS:

1. Minimum of a Bachelor's degree in occupational therapy.
2. Current occupational therapy licensure by the Arkansas State Medical Board is required.
3. Experience working for a school system or comparable setting working with children or youth is desirable.
4. Evidence of strong interpersonal skills in dealing with students, staff, administrators and parents is necessary.
5. The therapist will be responsible for securing necessary continuing education to maintain licensure annually.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Conducts evaluations of students through interviews, observations and the administration of appropriate standardized tests after appropriate referral.
2. Prepares comprehensive, written evaluation reports that incorporate the educational and motoric aspects and interprets this information within the context of a multi-disciplinary team conference convened to review all pertinent data. Therapist to make recommendations for appropriate intervention in an educational setting based on state/federal guidelines.
3. Develops educational relevant goals and objectives in accordance with district procedures.
4. Follows occupational therapy goals in accordance with the developed IEP/Accommodation Plan.



Little Rock School District

JOB DESCRIPTION

5. Ability to train additional support staff with regards to educational programming pertinent to the area of occupational therapy.
6. Participates in assigned school and district sponsored in-services.
7. Independently seeks educational opportunities that will enhance job performance.
8. Performs all other duties as may be assigned by the Director – Division of Special Programs.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, and operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.