COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION

CLASS TITLE: OCCUPATIONAL THERAPIST   **TITLE #:** 1438

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibility for evaluating, planning and providing occupational therapy treatment to students upon recommendation of the Committee on Special Education and a physician's prescription. Work is performed in accordance with approved professional standards under general supervision of an Administrator responsible for Pupil Services and/or Special Education with considerable leeway allowed for the use of independent judgement. The Occupational Therapist works cooperatively with parents, students, staff and others involved in the delivery of services to children. Supervision may be exercised over Occupational Therapy Assistants, Aides and clerical employees assigned to the department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Evaluates the degree of the child's functional ability and preforms screenings for students in need of services;

Writes and maintains daily lesson and treatment plans which indicate goals and objectives for each child and confers with the classroom teacher as to which goals will be met in the classroom and which will be met in Occupational Therapy pursuant to their 504 plan or IEP;

Schedules students both individually and in small groups for occupational therapy services;

Records all evaluations, re-evaluations, intervention plans, progress notes, consultations and discharge summaries;

Keeps a daily record of all plans, goals and services for each child as a basis for documentation in accordance with procedures set forth by the IDEA and Medicaid;

Establishes programs for classroom aides to follow as part of the daily visual-perceptual-motor training groups;

Performs occupational therapy intervention upon the written prescription or referral, utilizing various therapeutic activities which may be manual, industrial, recreational or educational design and/or adapted to help the client achieve their maximum potential;

Fabricates, modifies, and applies assistive devices using varied media to achieve maximum independence;

Trains child, teachers, or family members in the use of adaptive assistive devices and/or self-help techniques;

Establishes plans and schedules for enhancing communication with parents, staff and agencies and individuals involved in the interest of the child including parent conferences, team meetings, in-service training, etc.;

May supervise Occupational Therapy Assistants, Aides and clerical employees assigned to the department;

Establishes goals and objectives for him/herself in relation to teaching, professional growth and inter-staff relations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, techniques and practices of occupational therapy as applied to children; good knowledge of the operation and minor maintenance of apparatus and equipment used in occupational therapy; working knowledge of community resources available to support or supplement the occupational therapy program; ability to comprehend, teach, and execute occupational therapy programs to students, family members and faculty; ability to work well with other team members; ability to write and speak effectively; ability to document findings and maintain accurate case records; ability to plan and supervise the work of others; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possess **and maintain** a current New York State license to practice as an Occupational Therapist.

NOTE: When assigned to Kiryas Joel Union Free School District, proficiency in the Yiddish language may be evaluated during the probationary period.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 7/17/84
REVISED: 1/6/93
REVISED: 5/28/93
REVISED: 3/27/96
REVISED: 1/17/01 MS
REVISED: 10/27/04 ms
REVISED: 5/13/05 ms
REVISED: 12/21/16 hm
REVISED: 06/04/18 dc