



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

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| Position Title: | Occupational Therapist, Register (OTR) |
| Payroll/Personnel Type: | 10 Month |
| Job #: | 8334 |
| Reports to: | Principal/Special Education Supervisor |
| Shift Length: | 6.5 Hours a Day |
| Union Eligibility: | Eligible |

Position Summary:

To assess, plan and develop goals and to provide appropriate intervention services for students

Essential Functions:

- Carries out assessment and evaluation procedures for handicapped students
- Plans and develops therapeutic intervention goals that are educationally relevant and will be used in students' Individual Educational Programs (IEPs)
- Establishes a system of documentation that is professional, efficient, and accountable and that conforms to state and individual agency policy
- Maintains therapy inventory and equipment
- Communicates results of evaluations and reports of occupational therapy services to the educational staff, parents, students, and, when appropriate, other professionals and agencies concerned with the students
- Attends staffing and other school meetings when appropriate
- Facilitates in-service education and professional development for related service/occupational therapy staff
- Professionally supervises and monitors the job performance of any assigned occupational therapy assistants and aides
- Monitors the occupational therapy program goals by guiding other professionals and paraprofessionals who are involved with the implementation of the intervention procedures
- Provides consultation to the educational system regarding student needs, professional needs, and system needs in order for the system to achieve its goals and objectives
- Provides reassessments of students focusing on areas of need at intervals determined to be educationally relevant
- Communicates the needs of the occupational therapy program to the appropriate school administrator/supervisor
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Excellent oral and written communication skills
- Proficient in Microsoft Word, PowerPoint, Excel, Outlook, SIS/other district data systems and the Internet
- Demonstrate patience and compassion as well as stern leadership while helping students
- Maintain strong classroom management skills
- Possess general knowledge of academic subjects
- Have the ability to read and understand lesson plans
- Work effectively under pressure with changing work demands
- Ability to demonstrate positive thinking skills in critical situations
- Project a professional image



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- Excellent organizational and time management skills
- Able to prioritize workload
- Ability to work independently or with a minimum of supervision
- Familiar with district procedure and general forms
- Ability to create a PowerPoint presentation using text, graphics, sounds and transitions that communicate and complement the information being shared
- Ability to create and manipulate text in an Excel spreadsheet
- Proficient in work processing applications

Experience:

- Experience in area of special education (preferred)

Education:

- Bachelor's Degree in Education or related field (required)
- Licensure in the state of Missouri (required)
- Certification by the Occupational Therapy Certification Board (OTCB) (required)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.