

SHENANDOAH VALLEY REGIONAL PROGRAM FOR SPECIAL EDUCATION (SVRP)  
POSITION DESCRIPTION

Job Title: Occupational Therapist (OT)	
Reports to: SVRP Director, School Division Special Education Administrator and/or Building Administrator (as designated by specific school division)	FLSA Status: Exempt

Purpose

Occupational Therapists (OTs) are responsible for the development, implementation, evaluation and coordination of the delivery of occupational therapy services in educational settings for students with disabilities whose skills and functional performance significantly limit access to their educational program.

Essential Duties and Responsibilities

*Assessment of Student Learning:*

- Support early intervention and response to intervention program with school staff;
- Select and administer appropriate assessment tools and interpret/report evaluation results;
- Determine student's strengths, needs, and ability to participate in meaningful school activities;
- Work collaboratively with the team to set measurable educational goals for student progress based on baseline data. Document the progress on the set goals;

*Instructional Planning and Delivery*

- Implement and deliver mandated services and/or accommodations aligned with evidence-based practices, student/staff needs, and the IEP;
- Embed therapy intervention into the context of student natural activities and routines to build upon the student's knowledge and skills;
- Use various types and methods of service provision for individualized student interventions to engage and maintain active learning and reinforce learning goals;
- Transport supplies and equipment to various sites for the purpose of ensuring the availability of materials as needed;

*Learning Environment*

- Promote a positive, safe, student-centered environment that is conducive to learning, while serving as an advocate for access to OT services for all students in need;
- Adapt environment to facilitate student access to and participation in activities;
- Promote sensitivity and respect for various diversities;
- Promote the least restrictive environment of the student within the educational context;

*Professionalism*

- Provide direction for the work of assigned COTAs (Certified Occupational Therapy Assistants), Educational Assistants, and/or OT fieldwork students for the purpose of providing guidance and ensuring program objectives are achieved;
- Prepare a variety of written materials (e.g. activity logs, correspondence, treatment plans, evaluations, reports, etc.);
- Serve as an active member of interdisciplinary teams (i.e. Child Study, Eligibility, 504, and/or IEP) to support participation and achievement for students with disabilities;
- Maintain a commitment and adhere to the professional ethics and standards as defined by the American Occupational Therapy Association and participate in meaningful and continuous professional growth;



### Knowledge, Skills, and Abilities

- Knowledge of federal, state, and local educational regulations that affect delivery of school-based services, including the structure and function of school systems and other agencies;
- Knowledge and understanding of the special education process and appropriate curriculum standards, as well as the developmental and learning characteristics of children and childhood disabilities and health conditions that may impact student performance;
- Ability to establish rapport and work constructively with staff, students, parents, and administrators;
- Ability to use computer technology to perform basic job functions, as well as knowledge of assistive technology applications for students with disabilities;
- Ability to work independently in a variety of settings across age and diagnostic categories;
- Ability to travel to more than one work location in the course of the day;
- Ability to work together as a member of a collaborative team to support student achievement;
- Flexibility, priority setting, and effective time management skills to handle multiple responsibilities, caseload demands, and required deadlines;

### Qualifications / Education and Experience

- Bachelor/Master's Degree in Occupational Therapy from an accredited college or university recognized by the National Board for Certification of Occupational Therapy (NBCOT);
- Initial certification by the NBCOT and current license by the Virginia Board of Medicine for Occupational Therapy;
- Maintain professional development plan to meet requirements for CEUs required for licensure;
- Current Virginia motor vehicle driver's license;
- Two years of experience as an OT preferred, preferably in a school system or other pediatric setting;

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Duties performed typically in school settings to include: classroom, gym, cafeteria, auditorium, bathroom, and recreational areas. While performing this job, the employee is frequently required to stand, sit, stoop, walk, use hands for various tasks, talk, and hear. Lifting up to approximately 50 pounds including lifting of equipment and/or materials/students may be required. Movement of students by wheelchairs and other mechanical devices may also be necessary. The job is performed under conditions with exposure to risk of injury and/or illness.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. Daily close contact with students is required to support learning goals and provide management of student behavior. Regular contact with other staff members and parents is required.

### Evaluation

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on evaluation of personnel.