



Pickens County Board of Education Job Descriptions

OCCUPATIONAL THERAPIST

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 190 Days

REPORTS TO: Director of Special Education

QUALIFICATIONS: 1. Current license in Occupational Therapy issued by the state of Georgia

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Work with school system personnel and community to develop and provide an appropriate Special Education program to eligible exceptional children.
- Complete designated follow – up procedures for students referred for interventions and special services.
- Develop, implement, monitor and review goals and services needed to support the Individual Education Program (IEP) or 504 Plan of each student on the caseload, at least annually.
- Work with parents in all aspects of their child's educational program and facilitate improved academic and functional skills.
- Collect and maintain accurate and descriptive records on all students on caseload.
- Provide appropriate screening and diagnostic service, and report written results in a professional manner.
- Collaborate with regular education and/or Special Education educators on an ongoing basis.
- Refer students to other specialists as needed.
- Assure all due process procedural safeguards are afforded students and their parents.
- Provide effective therapeutic services according to established program guidelines and through appropriate service delivery models.
- Use special methodology for instruction, according to the population needs.
- Stay informed on new techniques and methods.
- Use carefully designed behavior management strategies, as indicated.
- Administer, on a on - going basis, evaluations of student progress towards mastery of established goals and objectives specified by system's recommended program report guidelines.
- Serve as a resource to the regular education teachers and administrators regarding the needs of all children with special needs.

- Perform special duties required for meeting the unique needs of specific populations, i.e., lifting physically challenged children, and recommending adaptive equipment.
- Posses and maintain valid and appropriate license, certificate and /or credential as may be required for this potion.
- Follow work scheduling and attendance requirements in a regular, predictable and punctual manner.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- Perform other duties as assigned.