



Title:	Occupational Therapist
Reports to:	Exceptional Children's Director
Terms of Employment:	10 Months
Salary:	NC Teacher State Salary plus Local Supplement

Qualifications:

- Graduation from a four year accredited program of occupational therapy (required) and two years of experience or
- A Master's Degree in occupational therapy
- NC Occupational Therapist License

Supervises:

May coordinate and direct the activities of the Occupational Therapist Assistant

Duties and Responsibilities:

- Evaluates students' abilities through a variety of functional and behavioral assessments and collection of information
- Provides direct therapy through various activities to develop and maintain living skills
- Participates in the multi-disciplinary meetings to develop Individual Education Plans
- Designs and constructs or modified special equipment to meet individual needs
- Prepares sensory diets for students as appropriate
- Instructs and monitors educational personnel, community agencies, and parents in the program to increase strength and dexterity of exceptional students
- Coordinates the development and evaluation of a school-wide occupational therapy program
- Projects budget needs to support OT program
- Maintains clinical and administrative records in accordance with state guidelines and school policy
- Maintains documentation log on services provided, completes documentation for Medicaid billing as outlined in district procedures from the Exceptional Children's Department
- Performs other duties and responsibilities as assigned by supervisor