



Kalamazoo Regional Educational Service Agency Job Description

Job Title:	Occupational Therapist
Reports To:	Director
FLSA Status:	Exempt
Prepared By:	Special Education
Approved By:	Human Resources
Prepared Date:	12/2015
Last Revised Date:	12/2015

Summary: Provides occupational therapy in the educational environment or community setting in the areas of feeding/eating, object manipulation, daily living skills, sensory functioning and adaptive technology

Essential Duties and Responsibilities:

- Uses knowledge of occupational therapy to support families of young children in their daily routines within a natural learning environment.
- Provides practice in functional, prevocational, vocational, and activities of daily living
- Supports families and caregivers as they participate in functional everyday activities with their young children through sensorimotor, educational, recreational, and social activities designed to improve the physical or mental functioning of the child.
- Consults with other members of the school team to enhance activities consistent with needs and capabilities of the child and to coordinate support with other functional activities
- Educates families in techniques and activities suited to student's physical capacity, functioning level, and interest
- Completes OT evaluations of students; evaluates students' progress and prepares written reports
- Attends and participates in MET, IEPT, and IFSP meetings
- Designs and constructs special equipment for students and suggests adaptation of student's environment
- Requisitions supplies and equipment; lays out materials for student's use and cleans and repairs tools at end of sessions
- Provides supervision and coordinates activities of the Certified Occupational Therapy Assistants and paraprofessionals
- Regular and consistent attendance
- Other duties as assigned

Must have knowledge of and comply with the policies and procedures contained in the Kalamazoo RESA handbook.

Education and/or Experience:

Bachelor's degree (B.A.)

Certificates, License, Registration:

Registered as Occupational or Physical Therapist in Michigan

Other Skill & Abilities:

Extensive knowledge of early childhood development

Effectively present information in front of groups and engage in audience

Ability to communicate effectively including listening

Thrives in a team approach

Ability to efficiently use computer and applicable software

Ability to problem solve

Ability to read, analyze and interpret data

Maintains confidentiality

Displays willingness to support and make decisions with sound judgment in timely manner

Adapts to frequent changes in the work environment

Uses equipment and materials properly

Practices safe work habits

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The noise level in the work environment is usually loud.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy. Human Resources Director, Tom Zahrt; Assistant Superintendents: Margaret McGlinchey & Laurie Montgomery. Contact information: 269-250-9200, 1819 E. Milham Avenue, Portage, MI 49002.