



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Occupational Therapist
Reports to: Director of Special Education

Purposes and Objectives of the Position:

The Occupational Therapist is responsible for assessing students and providing appropriate treatment to meet individualized student objectives and provide recommendations for school needs.

Qualifications:

- Bachelor's degree (B.A.) from four-year college or university or one to two years related experience and/or training or equivalent combination of education and experience.
- Current State of Kansas Occupational Therapy License.

Duties and Requirements:

- Administers occupational therapy procedures and modalities for the purpose of achieving program objectives.
- Assesses students' fine and gross motor skills and functional abilities (e.g. perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining program eligibility and developing recommendations for occupational therapy treatment, appropriate assistive devices and/or curriculum access.
- Collaborates with a variety of groups and/or individuals (e.g. parents, teachers, physicians, administration, maintenance personnel, team members, other professionals, etc.) for the purpose of communicating information, resolving issues and providing services in compliance with established guidelines.
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for services, making recommendations and/or coordinating occupational therapy services with those of other disciplines.
- Develops treatment plans, interventions and/or educational materials from the IEP for the purpose of remediating students' motor skill deficits and ensuring compliance with regulatory requirements.
- Directs the work of assigned COTAs and Educational Assistants for the purpose of providing guidance and ensuring that program objectives are achieved.
- Identifies structural issues for the purpose of removing barriers for students with physical limitations and/or identifying appropriate technology and assistive equipment.
- Instructs students and staff for the purpose of providing information on medical/behavioral attributes, use of assistive devices and/or implementing plans for remediation of functional limitations.
- Interprets medical and academic reports for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
- Maintains files and/or records (e.g. progress reports, activity logs, treatment plans, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
- Participates in a variety of meetings (e.g. training, workshops, seminars, IEPs, team meetings, etc.) for the purpose of conveying and/or gathering information.
- Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, evaluations, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Provides direct occupational therapy services for the purpose of developing students' daily living skills in compliance with established goals and objectives.
- Performs other duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.