

Position Guide Dawson County School System

Title:	
Occupational Therapist	Assistant Superintendent of Curriculum and Instruction
Date Approved:	Date Revised:
Reports To:	Terms of Employment:
Director of Sp. Ed.	10 Month
Supervises:	Pay Schedule/Grade:
	State + Local Supplement
	Descriptor Code:
Qualifications:	Director of Special Education
Georgia licensure in Occupational Therapy Master's Degree Preferred Knowledge of Federal, State, and Local Laws and Policies as they pertain to OT	Occupational Therapist
Performance Responsibilities:	
<p>Provide occupational therapy to students as determined by their Individual Education Plans (IEPs) and maintain documentation of school therapy services.</p> <p>Obtain medical records as needed.</p> <p>Assist with staff training in order to provide appropriate IEP services.</p> <p>Evaluate students to determine eligibility for occupational therapy.</p> <p>Complete formal reports and maintain communication with parents, staff, and other service providers as needed.</p> <p>Supervise and coordinate OT services.</p> <p>Develop and implement system policies and procedures for OT services.</p> <p>Attend IEP meetings when appropriate.</p> <p>Research and keep abreast of current best practices in the area of Occupational Therapy, keeping the Director of Special Education informed and updated.</p> <p>Serve as a liaison between other agencies providing OT services.</p> <p>Maintain an inventory of OT related equipment.</p> <p>Serve as part of the Assistive Technology Evaluation Team.</p> <p>Maintain accurate record of student services provided in the area of Occupational Therapy.</p> <p>Assume all other duties as assigned by the Special Education Director or designee.</p>	