

# Occupational Therapist

## Position Details

Division: Human Resources

Classification: Certified

Terms of Employment: [This is a salaried position assigned to the Licensed Employee Salary Schedule, 9 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

The occupational therapist will implement Clark County School District Board of Trustees and special education policies and procedures in accordance with the Individuals with Disabilities Education Act (IDEA) and the Nevada Administrative Code (NAC) for students with disabilities under the direction of the administration assigned to the Student Support Division (SSD). The occupational therapist will provide occupational therapy services to students with disabilities as outlined in the Individual Education Plan (IEP), as enrolled in a Clark County School District special education program or as referred for assessment. The focus of therapy is not rehabilitative in nature, but viewed as needed educational support for students. This person is expected to adhere to the District's *Professional Domains and Standards for Licensed Employees* and report directly to the assigned supervisor of the Occupational Therapy Department, SSD, Academic Unit.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Conduct assessments of students with disabilities to determine the need for educationally related occupational therapy services.
2. Analyze and review occupational therapy assessment reports presented to the IEP team for consideration of services.

3. Provide recommendations to IEP teams regarding the frequency and delivery for educationally related occupational therapy services, referral procedures, and protocols.
  4. Plan, schedule, implement, and evaluate appropriate educationally related occupational therapy programs.
  5. Monitor student progress and develop an appropriate treatment plan to meet individual needs of students.
  6. Collaborate on the development of present levels, goals, and benchmarks in IEP team meetings.
  7. Evaluate need for and provides training to staff and parents/guardians, as appropriate, for use of adaptive equipment to meet educationally related occupational therapy needs.
  8. Develop a climate that promotes positive learning conditions.
  9. Attends IEP meetings, as appropriate
  10. Maintain accurate records and provide annual progress reports, as needed.
  11. Work professionally with administrators, staff, parents/guardians, and community.
  12. Maintain a safe and orderly therapy area.
  13. Consult with outside agencies/therapists regarding therapy reports (parents/guardians permission).
  14. Participate in other job-related duties and activities related to the position, as assigned.
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## **Position Expectations**

1. Demonstrate knowledge, skill, and ability to provide instruction in a student's living situation (home, school, and/or community) that may affect the student's adjustment and ability to make appropriate use of the educational experience.
  2. Work cooperatively with students, parents/guardians, peers, administration, and community members.
  3. Guide the learning process toward achievement of established IEP goals.
  4. Participate as an active member with other faculty and staff.
  5. Develop a climate that promotes positive learning conditions.
  6. Communicate with parents/guardians regarding plans for educationally related occupational therapy services.
  7. Communicate effectively both written and verbally.
  8. Maintain and improve professional competence.
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# Position Requirements

## Education and Training

1. Bachelor's Degree in Occupational Therapy from an accredited college or university.
2. Master's Degree in Occupational Therapy from an accredited college or university (applicable to new graduates as of 2007).

## Licenses and Certifications

1. Possess or be able to acquire by time of appointment to the position, a license issued by the Nevada Department of Education (NDE) (optional).
2. Possess a license issued by the Occupational Therapy board of Nevada (State of Nevada Department of Health).
3. National Board for Certification in Occupational Therapy (NBCOT) for initial license in Nevada.
4. A valid driver's license or state-issued identification card.

**When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## Job Revision Information

- Revised: 03/14/23
- Created: 08/06/09