**Neshoba County School District**

**Job Description**

**POSITION:** Occupational Therapist

**TITLE OF SUPERVISOR:** Local School Principal

**SALARY:** Neshoba County School District Salary Scale

**QUALIFICATIONS:** Degree in occupational therapy from an accredited program

Licensed as an occupational therapist in Mississippi by State Department of Health

**GENERAL RESPONSIBILITIES:** The purpose of the Occupational Therapist is to provide educationally related occupational therapy services in the area of fine motor, self-help, and visual motor skills to students suffering from a variety of cognitive, emotional and/or physical illnesses or disabilities according to the student’s Individualized Education Plan.

**Job Duties**

1. Assist in screening at preschools.
2. Teacher education/consultations to provide recommendation or modifications for students have difficulty with fine motor, self-help and visual motor skills
3. Assess identified preschool and school-aged children for fine motor, visual motor, and visual perception and self-help skills.
4. Assess and provide classroom suggestions, modifications, and activities to use with transition and/or other classroom difficulties related to sensory integration difficulties.
5. Work with First Steps – attend transition meetings as needed
6. Assist Psychometrist with preschool assessment.
7. Write assessment reports.
8. Attend and provide input for re-evaluation meetings and evaluations.
9. Attend all eligibility meetings when Occupational Therapy is a category
10. Write Occupational Therapy section on IEPs for related service
11. Mark mastery on all IEPs
12. Attend IEP meetings for students who receive Occupational Therapy services
13. Provide therapy for eligible out of school students
14. Provide therapy for eligible in school students
15. Assist SPED director with child find efforts at preschools
16. Provide additional support and activities as well as education to the parent to assist with child’s fine motor and visual motor progress in the classroom
17. Other duties assigned