



Brunswick City School District
Certified Staff Job Description
Occupational Therapist

QUALIFICATIONS:

1. Holds or is eligible for a valid Ohio Occupational Therapy License issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers (OTPTAT) Board, and a valid Pupil Services License issued by the State Board of Education of Ohio (or Ohio Department of Education and Workforce).
2. Demonstrates strict adherence to both the Licensure Code of Professional Conduct for Ohio Educators and the OTPTAT Board's ethical practice standards, maintaining high professional and ethical behavior.
3. Demonstrates a commitment to high-performance standards, including promoting student independence, functional engagement, professional resilience, and continuous growth aligned with evidence-based occupational therapy practices within an educational setting.
4. Possesses strong interpersonal and communication skills, including active listening, creative problem-solving, collaborative teamwork with parents, educators, and intervention teams, and effective workload and time management.
5. Satisfactory completion of all required statutory pre-employment screenings, including criminal background checks (BCI/FBI) as mandated by Ohio law.

REPORTS TO: Director of Student Services and Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Conducts comprehensive occupational therapy evaluations as part of the Multi-Factored Evaluation (MFE) or ETR (Evaluation Team Report) process. Assessments should thoroughly analyze fine motor, gross motor, visual-motor integration, visual-perceptual, sensory processing, and self-help skills as they impact a student's access to the educational environment.
2. Utilizes a variety of functional and standardized assessment tools to determine a student's baseline performance, identify environmental barriers, and establish eligibility for services under Ohio educational standards.
3. Compiles and interprets evaluation data into clear, written reports for parents and educational teams, providing data-driven recommendations.
4. Collaborates actively with the IEP team to design measurable, student-centered goals and objectives that focus on functional independence and academic progress.
5. Determines appropriate service delivery models (direct, collaborative, or consultative), accommodations, modifications, and assistive technology needs required to support the student's Individualized Education Program (IEP).
6. Plans and implements evidence-based therapeutic interventions targeted at improving student engagement, fine/gross motor skills, sensory-motor regulation, and daily living activities within the school environment.
7. Integrates services into the student's natural school settings (classrooms, cafeteria, playground) whenever appropriate, maximizing peer interaction and functional application.
8. Serves as an active member of building-level teams, including MTSS team, Section 504 teams, and Special Education Core teams, to support early intervention and student success.
9. Consults with teachers, parents, administrators, and paraprofessionals to provide strategies, adaptive equipment recommendations, and environmental modifications that support student progress throughout the school day.
10. Maintains accurate, timely, and confidential records of student progress, attendance, and service logs in compliance with district policies, Ohio law, and FERPA/HIPAA regulations.
11. Completes and updates all required legal documentation, including IEP progress reports, ETR contributions, and Medicaid billing documentation where applicable.

12. Participates in continuous professional growth activities, including staff development, workshops, and advanced coursework, to maintain state licensure and stay current on evidence-based practices in school-based therapy.
13. Adheres to district policies, the Ohio Licensure Code of Professional Conduct for Ohio Educators, and the ethical standards established by the Ohio OTPTAT Board.
14. Assumes other professional responsibilities as reasonably requested by the Building Principal, Director of Student Services/Special Education Coordinator, or the Superintendent's designee.
- 15.

CONDUCT:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout their employment in the District (please refer to Board Policy 3122.01).

Each staff member shall serve as a role model for students in responsible citizenship and personal conduct. Staff members maintain a professional responsibility to help instill ethical principles and core civic values in students through their daily instruction and actions.

TERMS OF EMPLOYMENT: 184 days; salary as per Negotiated Agreement.

The Brunswick City School District Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status ancestry, genetic information (collectively, "Protected Classes"), or any legally protected category in its programs and activities, including employment opportunities.

Updated 8/1/2026