

Hinsdale High School District 86
JOB DESCRIPTION

Job Title: Occupational Therapist

Calendar Work Days: 184 days - School Year

Supervisor: Assistant Superintendent for Student Services & Director of Special Education

Status: Exempt - Non-Union

POSITION SUMMARY

The Occupational Therapist provides services to students with disabilities to help them improve and/or develop the skills needed for day to day life and/or work.

QUALIFICATIONS - EXPERIENCE - KNOWLEDGE:

- Occupational Therapist license - Illinois
- Knowledge of special education related laws and regulations
- Good verbal communication skills required
- Ability to organize information and problem solve complex situations
- Strong interpersonal skills
- Experience with high school students preferred

ESSENTIAL PERFORMANCE RESPONSIBILITIES (other duties may be assigned):

The tasks listed below are representative of the essential performance responsibilities. Tasks assigned to individuals will vary based on student needs and it is possible not all duties will be performed in any given year. However individuals must be able to perform the following duties, with or without reasonable accommodation, as assigned by their supervisor. Other duties may be assigned.

1. Lead the process in development, implementation, and coordination of the occupational therapy program.
2. Screen, evaluate and help design educational programs, transition planning and therapeutic interventions.
3. Provide interventions to students identified with or suspected of having disabilities that interfere with daily life activities or participate in necessary or desired occupations.
4. Create individualized programming based on occupational performance deficits in the areas of personal care, student role, interaction skills, process skills, play, community integration/work, and graphic communication.
5. Collaborates with other disciplines and services at departmental and system levels.
6. Review outcomes and modify intervention programs.
7. Help obtain parental consent for OT evaluation and signed physician's referral for each student prior to the initiation of service.
8. Assess student's current program and goals annually and prepare written summaries with revised goals.
9. Maintain parent contact to give suggestions for home management, intervention activities, and reinforcement of the student's emerging abilities (via regular phone contact, a communication log, and/or regular progress notes).
10. Recommend and/or design adaptive equipment for students as needed.
11. Consult with teachers and other team members regarding the educational needs of the students served and provide suggestions for classroom activities.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently required to stand, walk, sit and see, talk and hear. The employee is required to reach with hands and arms and stoop, kneel, or crouch. The employee must be able to lift and/or move up to 35 pounds on often and up to 15 pounds regularly/daily. The employee may be required to push wheelchairs, assist with lifting of students, and provide other physical assistance to students. The employee must be able to physically assist students in all aspects of the student's IEP. The employee must be able to travel to different work sites during the day and must be able to work on a variety of surfaces both indoors and outdoors and may include locations outside the school such as community based programs. Specific vision abilities required by this job include close vision, such as to read type or hand written material. There is frequent computer and phone work. The noise level in the work environment is that of a high school and can be loud when in places like gyms and cafeterias. The employee is continuously interacting with students and staff.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Notice of Nondiscrimination:

The District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

NON-DISCRIMINATION COORDINATOR

Cheryl Moore

Assistant Superintendent of Human Resources

5500 South Grant Street

Hinsdale, IL 60521 630-570-8008

For further information on notice of non-discrimination, visit https://ocrcas.ed.gov/contact-ocr?field_state_value=652 for the address and phone number of the office that serves your area, or call 1-800-421-3481