



OCCUPATIONAL THERAPIST

QUALIFICATIONS:

- Must be a licensed occupational therapist (OT) in the State of Illinois through Illinois Dept. of Professional and Financial Regulations as a Registered Occupational Therapist
- Experience in pediatric or school-based therapy is preferred
- Experience in developing and implementing a variety of behavior strategies and interventions for effective programming, including functional behavioral assessments
- Experience implementing strategies for improving social skills
- Thorough knowledge of school rules, regulations and procedures; ability to establish and maintain standards of behavior
- Ability to deliver and articulate oral presentations and written reports
- Ability to effectively analyze needs and problems objectively
- Ability to establish and maintain effective working relationships with children, students, parents, staff, administration and the general public
- Perform all other related work delegated or required to accomplish the objectives of the total school program
- Knowledge of relevant technology including the use of technology such as i-pads to individualize instruction
- Must have the ability and proven ability to report to work on a regular and punctual basis

PHYSICAL REQUIREMENTS:

- Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment
- Reach with hands and arms
- Must occasionally lift, move and/or support up to 50 pounds (and/or up to adult-size body weight with two-to-three person lift)
- Position can require some degree of physical interaction with students who have difficulty controlling physical behavior

REPORTS TO:

- Director of Student Services

JOB GOAL:

- Provides educational occupational therapy services to students (birth through age twenty-one) and IEP team members
- Responsible for the proper interpretation and performance of essential duties and responsibilities

PERFORMANCE RESPONSIBILITIES:

1. Screens and/or evaluates students who have been referred to occupational therapy in the areas of fine motor performance, coordination, postural stability, perceptual motor performance, sensory processing and self-regulation and activities of daily living/functional skills (such as written productions and classroom tool use) with emphasis on present level of performance as related to academic functioning
2. Train special and general education staff, parent and other team members on specific interventions
3. Consults and collaborates with teachers and other specialists regarding appropriate motor activities, self-help skills, sensory needs, adaptations, and special equipment or assistive devices as necessary
4. Implement educational plans as described on individual IEP and provide information for building staff as needed
5. Provides monitoring, consultation, direct or indirect occupational therapy for selected students who are eligible for such services
6. Maintains close communication with classroom teachers, other staff and parents concerning student's performance
7. Maintains accurate records of students evaluated and served in occupational therapy program including assessment results, IEP progress and other documentation or reports as needed
8. Maintain appropriate records and reports
9. Collect data on progress on goals and objectives for each student and meet all required timelines



10. Conduct assessments, comprehensive report results, and follow Illinois state criteria in area(s) of special education eligibility as well as mandated timelines
11. Acts as liaison between school district and community agencies, doctors and hospitals as needed to provide collaborative occupational therapy services
12. Participates in in-services and organizational meetings for Special Services
13. Participates in professional development by attending in-services, workshops, conferences and classes
14. Maintains close communication with the Director of Student Services
15. Promotes school and community awareness of occupational therapy
16. Complies with School Board policies and all state/federal rules and regulations
17. Completes all district and state reporting requirements
18. In addition to the aforementioned responsibilities, performs other duties as assigned