



## SCHOOL DISTRICT U-46

### JOB DESCRIPTION OCCUPATIONAL THERAPIST

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**JOB DESCRIPTION REVISION DATE:** 01/17/2014

**DEPARTMENT / SCHOOL:** Special Education

**REPORTS TO:** Health Services Supervisor

**SUPERVISES:** Certified Occupational Therapist ( Possibly, based on Assignment)

**POSITION GOAL:** The Occupational Therapist will demonstrate evidence based decision making ability to effectively screen and assess students and implement educationally relevant services for assigned caseload, demonstrating Best Practice Skills in school based Occupational Therapy.

#### **ESSENTIAL FUNCTIONS:**

1. **Assessments:** Completes screening or "Request for Therapy Assistance" as asked by the educational team. Selects, administers and interprets assessments to determine functional skill level of students. Generates a written report for initial, reevaluation and annual progress reports in a timely manner and presents reports at IEP Meetings. Establishes students' goals and benchmarks and updates benchmarks according to Special Education guidelines.
2. **Service Delivery:** Implements educationally relevant services for assigned caseload. Actively participates in team meetings, IEP meetings, and student community appointments as indicated. Ensures equipment is properly fitted to students and in good working order. Completes safety checks per departmental guidelines. Organizes, shares, and utilizes work area cooperatively.
3. **Program Administration and Management:** Prepares and efficiently manages a weekly schedule. Updates student caseload on department database monthly. Maintains complete working student files per departmental guidelines. Maintains a record keeping system for student attendance and progress. Evaluates the need for and requests equipment and materials necessary for safe service delivery. Updates inventory of equipment and supplies used in programming on department data base. Completes My Service Tracker and Time Study as required.
4. **Consultation:** Provides in-service training and information for teachers, staff members, and parents according to program needs. Provides written consultation reports and classroom programs for individual students, as needed. Promotes a positive atmosphere for constructive interchange and problem resolution
5. **Professional Responsibilities and Development:** Represents Therapy Services in a professional and knowledgeable manner. Completes annual therapist annual professional development plan and reviews with Department Supervisor. Attends and is proactively involved in departmental staff meetings. Participates in at least 2 departmental and/or district committees. Establishes and maintains effective working relationships. Pursues ongoing professional development

pertinent to advancement of school based therapy practices. Supervises Certified Occupational Therapy Assistants as assigned. Supervises Fieldwork interns/clinical affiliates as assigned. Shares professional resources and provides training and in-services to district staff and parents.

#### **KNOWLEDGE AND CRITICAL SKILLS:**

1. Possess the ability to work with a variety of students.
2. Communicates effectively both verbally and written.
3. Demonstrates flexibility with job responsibilities
4. Able to function with minimal supervision

#### **EXPERIENCE AND EDUCATION:**

1. Completed an accredited college program and maintains an Illinois State professional license in Occupational Therapy.
2. Previous Pediatric School based or clinic based occupational therapy position or field work experience is preferred.

#### **Comments:**

#### **ENVIRONMENTAL CONDITIONS:**

1. Work in a variety of schools - Early Childhood, Elementary, Middle School, High School.
2. Must work in busy school in variety of environments- classrooms, hallways, lunchrooms, playgrounds.
3. May need to travel to different schools within a day to provide therapy, and/or attend meetings.
4. Frequently work at fast pace with unscheduled interruptions.
5. Student and Public contact requiring appropriate apparel

#### **PHYSICAL DEMANDS:**

1. Requires prolonged sitting or standing.
2. Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
3. Occasional stooping, bending, and reaching

#### **ADA:**

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

#### **TERMS OF EMPLOYMENT:**

Nine Month Position (189) work days

**EVALUATION:**

Performance of the position will be evaluated using the Charlotte Danielson framework for therapeutic specialists.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_