

JOB DESCRIPTION: OCCUPATIONAL THERAPIST

Purpose: The Occupational Therapist focuses on supporting students in the educational environment and preparing students to lead productive and independent lives. Occupational therapists use their expertise support academic and non-academic outcomes, including social skills, math, reading and writing, behavior management, recess, participation in sports, self-help skills, and prevocational/vocational participation. This position requires direct interaction with the students, as well as the development and implementation of educational plans with teachers, administrators, and parents.

REPORT TO: Building Principal or Program Administrator

ESSENTIAL JOB FUNCTIONS:

1. Assess students' fine and gross motor skills and functional abilities (e.g. Perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining program eligibility and developing recommendations for occupational therapy treatment, appropriate assistive devices and/or curriculum access.
2. Collaborates with a variety of groups and/or individuals (e.g. parents, teachers, physicians, administration, maintenance personnel, team members, other professionals, etc.) for the purpose of communicating information, resolving issues and providing services in compliance with established guidelines.
3. Develops treatment plans, interventions and/or educational materials from the Individualized Education Plan (IEP) for the purpose of remediating students' motor skill deficits and ensuring compliance with regulatory requirements.
4. Identifies environmental barriers and supports for the purpose of identifying appropriate equipment for students with physical limitations.
5. Instructs and models for staff and students for the purpose of providing information on the use of assistive devices and/or implementing plans for remediation of functional limitations.
6. Interprets medical and academic reports for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
7. Maintains files and/or records (progress reports, activity logs, treatment plans, etc.) for the purpose of keeping accurate records for reference and/or compliance.
8. Participates in a variety of meetings (e.g. training, workshops, seminars, IEPs, team meetings, etc.) for the purpose of conveying and/or gathering information.
9. Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, evaluations, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
10. Provides direct and integrated occupational therapy services for the purpose of developing students' daily living skills in compliance with established goals and objectives.

11. Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
12. Supervises and direct the work of assigned Certified Occupational Therapy Assistants (COTAs) and/or classroom aides for the purpose of providing guidance and ensuring that program objectives are achieved.

JOB REQUIREMENTS MINIMUM QUALIFICATIONS:

1. Current license from the State of Illinois, Department of Financial and Professional Regulation (IDFPR)
2. Current certification from the National Board for Certification in Occupational Therapy (NBCOT)
3. Must be physically able to provide therapy to students ages birth through 21.
4. Ability to travel within NSSEO and districts and move about NSSEO and district buildings as necessary.
5. Pediatric and special education experience preferred.

GENERAL RESPONSIBILITIES:

1. Assume appropriate roles as adult model, behavior manager and therapist.
2. Assume other duties and special projects as assigned.
3. Support NSSEO policy, NSSEO and Governing Board goals and objectives, and The School Code of Illinois.

Specific skills related to providing strategies to facilitate the student's full participation in the educational environment by reducing barriers that limit student's participation. Required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

Ability to independently problem-solve, schedule daily activities, model good communication and to communicate and work effectively with professional staff and parents.

Responsibilities include: completing evaluations within specified timeframes, working collaboratively with team members, parents, and administration, managing time and schedule efficiently, using specialized equipment effectively, maintaining confidentiality, meeting deadlines and schedules and making data-driven decisions for meaningful educational activities.

Working Environment:

- To perform the physically demanding job functions, strength and/or endurance for lifting, carrying, pushing and/or pulling are occasionally required.
- To perform the most physically demanding job functions, the physical capabilities of climbing and balancing are seldom required.
- To perform the most physically demanding job functions, the physical body movement of stooping, kneeling, crouching and/or crawling is occasionally required.
- To perform the most physically demanding job functions, the upper extremity physical capabilities reaching, handling, and/or fine motor dexterity are constantly required.
- Exposure to temperature extremes is seldom or not present.

- Exposure to hazardous conditions (e.g. mechanical, cuts, burns, infectious disease, high decibel noise, etc.) is seldom or not present.
- Frequency of exposure to injury to self and/or others is seldom or not present.

FLSA: Exempt

Salary Range: NSSEA Salary Schedule