



## POSITION DESCRIPTION BROOKLYN CENTER COMMUNITY SCHOOLS

<b>Job Title:</b> Occupational Therapist
<b>Assigned Location:</b> District Wide ▾
<b>Immediate Supervisor/ Reports to:</b> Director of Special Services ▾
<b>Education:</b> Masters ▾ <i>*Education or related field.</i>
<b>License/ Certification:</b> Licensed Occupational Therapist ▾ <i>*Minnesota Department of Health</i> National Board of Certified Occupational Therapist (NBCOT) Designation ▾
<b>Type of position:</b> Full-time ▾ <b>FLSA Status:</b> Exempt ▾
<b>Workgroup Classification:</b> Teacher Contract ▾

PURPOSE
<p>This position is accountable for providing occupational therapy services that include improving, developing, or restoring skills that will enable students to move toward independent functioning regarding physical, mental, emotional, and educational goals. Supports students in their least restrictive educational setting. Supports staff in evaluation, program planning, and environmental issues.</p>
KNOWLEDGE/ SKILLS/ ABILITIES
<ul style="list-style-type: none"> <li>Ability to articulate a clear direction for all students and staff</li> <li>Articulate a positive image of the school district and school district personnel</li> <li>Ability to deliver articulate verbal presentations and written reports; Ability to relate and communicate effectively with people of different cultural, ethnic, and socio-economic background</li> <li>Demonstrated success working effectively in a diverse, collaborative team environment, with skills in promoting cultural inclusiveness</li> <li>Ability to organize and maintain confidential records</li> <li>Ability to serve as a member of the professional learning community to promote an educational climate in which students can grow intellectually and emotionally</li> <li>Skilled in selecting and providing a wide range of intervention strategies and monitoring their effectiveness</li> <li>Ability to determine the need for an occupational therapy evaluation and to select and administer appropriate assessment tools to evaluate the student</li> <li>Ability to organize and coordinate work</li> <li>Ability to engage in self-evaluation with regard to performance and professional growth</li> <li>Knowledge and use of occupational therapy theories, models of practice, principles, and evidence-based practice to guide intervention decisions</li> <li>Knowledge of appropriate State and Federal laws and regulations</li> <li>Thorough knowledge of elementary, secondary, or special education principles, practices, and procedures</li> <li>Thorough knowledge of school and district rules, regulations, and procedures</li> <li>Knowledge of human development throughout the life span and integration with student's unique developmental status</li> <li>Knowledge of the influence of disabilities, socio-cultural, and socioeconomic factors on students' ability to participate in occupations</li> <li>Knowledge of Family Educational Rights and Privacy Act (FERPA), Section 504, and other federal and state laws and regulations regarding education and students and physical therapy practice in schools</li> <li>Good judgment and decision-making</li> </ul>
DUTIES AND RESPONSIBILITIES
<p><i>This list is representative of, but is not a comprehensive listing of all functions and duties performed. Employees are required to be in attendance and prepared to begin work</i></p>

on the specified days and hours. Factors such as regular attendance are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Screens, evaluates, and monitors students with disabilities or physical and mental impairments for the purpose of providing educational programs, therapeutic intervention, and transition and exit planning and enhancing their ability to perform activities of daily living or participate in desired occupations
- Collaborates with staff to ensure team understanding of student strengths and needs, as well as student outcomes
- Evaluates the student's ability and formulates the student's occupational profile, providing written reports that reflect strengths and barriers to student participation in the general educational environment
- Guides evidence based intervention
- Participates in the development of initial and reevaluations for students
- Participates in the development of Individualized Education Programs
- Provides targeted, evidence-based therapeutic intervention to facilitate student participation and performance within the school environment
- Assesses the need for assistive technology and equipment and makes recommendations for its use at school to help students function as independently as possible
- Documents occupational therapy services and maintains records in accordance with school district policies, as well as state and federal laws and regulations
- Plans, coordinates, and conducts continuing education for school staff, parents, and students
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops, professional meetings, by conducting research, and by maintaining professional relationships
- Participates in curriculum development programs, faculty committees, and student activity sponsorship as required
- Attends meetings and training sessions as required
- Other duties as assigned

#### REQUIRED or PREFERRED WORK EXPERIENCE

- Must possess the National Board of Certified Occupational Therapist (NBCOT) designation
- Previous experience working with diverse populations and urban school settings preferred
- Successful prior experience working as an Occupational Therapist, preferably in an educational or other pediatric practice setting

#### PHYSICAL REQUIREMENTS

- Work is primarily performed in a typical classroom setting and is exposed to a minimum of environmental conditions
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities
- Work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens, and may be required to wear specialized personal protective equipment and exposure to bodily fluids
- May be required to wear a mask and other personal protective equipment during a pandemic outbreak
- Work is generally in a moderately noisy location (e.g. business office, light traffic)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	67-100% Continuously
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use hands dexterously (use fingers to handle, feel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop/ crouch or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Talk or hear		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or Smell		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical (Lift & Carry):	Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Up to 75 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Up to 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	More than 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Last Updated:  
NAME, TITLE  
DATE