

**ISD #191 Job Description
(TCHROT)
Job Title: Occupational Therapist**

Exempt (Y/N): Yes

DATE: October 5, 2006

DEPARTMENT: Individualized Student Services

OCC NUMBER:

SUPERVISOR: Director of Individualized Student Services or designee

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Conduct screening, assessment, consultation, and intervention necessary for students to meet educational goals in areas of fine motor, perceptual motor, sensorimotor, gross motor, sensory processing, and functional skills in accordance with Minnesota Department of Education Occupational Therapy Guidelines as well as ISD 191 Due Process Manual.
- Assist team members (including the Assistive Technology Team as needed) in determining the need for adaptive equipment.
- Train staff and/or caregiver regarding proper lifting techniques, transfers of students, proper use of adaptive equipment, and a variety of other interventions to be carried out as follow up to therapy.
- Assist team in developing individual education plans per ISD 191 Due Process Procedures.
- Participate in Special Education meetings to communicate OT services, student progress on goals/objectives to staff and parents when appropriate.
- Attend Occupational Therapy staff meetings and collaborate with other professionals.
- Measure and document intervention outcomes for data collection and billing requirements.

EDUCATION/LICENSURE:

- Licensed in Occupational Therapy by the Minnesota Department of Health.
- Bachelor's degree or higher in Occupational Therapy from an AOTA accredited institution.
- (Optional) Certification from National Board for Certification in Occupational Therapy
- Current and valid Minnesota Driver's License.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from parents, students, staff, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret a variety of statistical graphs. Basic knowledge of statistical information for evaluating and making informed decisions regarding assessment validity/reliability and evidence-based practice.

PHYSICAL DEMANDS:

Therapist must be able to demonstrate, or direct others to perform transfers, a variety of tasks, and safe lifting techniques.

OTHER HELPFUL SKILLS and ABILITIES:

- Self-motivation
- Good organizational skills
- Good interpersonal skills, including the ability to work well with others, being polite, helpful, courteous, and compassionate.
- Creative problem solving skills
- Basic computer use

WORK ENVIRONMENT:

Therapists work as itinerant staff and may provide services to several buildings. Therefore, staff members are exposed to outside weather conditions; the noise level in the work environment is generally moderate. Building assignments may change as needed.