

Job Description

JOB TITLE: Occupational Therapist
DEPARTMENT: Related Services
REPORTS TO: Executive Director, and/or Designee

TERM/FTE: 10-Mo Calendar, 1.0 FTE
WORKSITE: CASE office and member districts
JOB STATUS:

POSITION SUMMARY:

To provide appropriate Occupational Therapy services to students with disabilities in their educational environment.

POSITION REQUIREMENTS:

CERTIFICATION, LICENSURE, TRAINING:

Licensed Occupational Therapist-Illinois
Master's or Doctoral Level Degree

ESSENTIAL DUTIES:

JOB RESPONSIBILITIES:

A. Direct Service Duties:

1. Participate in census/child find procedures to locate persons unserved or underserved who have special service needs.
2. Assist in screening procedures to locate individuals who may need evaluations prior to receiving special education and/or other services.
3. Implement referrals to access individuals to services.
4. Conduct occupational therapy evaluations, as part of case study evaluations and reevaluations, to determine appropriate interventions for improving student development.
5. Participate in conferences (multidisciplinary, IEP modification, annual review, and team) held at district, cooperative, regional, private and parochial agencies to make student, service, and system decisions.
6. Provide treatment to students to achieve improved educational development and access to education.

B. Support Service Duties:

1. Provide consultation to professionals and/or parents on those aspects of their work directly related to improving delivery of services.
2. Assist in planning to facilitate service, program, and/or agency decision making.
3. Participate in training, receiving and/or providing, to improve professional competency.
4. Participate in development of services and products improving professional practice.
5. Assist in implementation of innovation practices to increase the quality of service delivery.
6. Monitor student performance in order to determine need for continued support.
7. Participate in supervision to enhance service delivery.
8. Participate in research to advance knowledge of student, service, and system functioning.
9. Participate in the adoption of innovative practices to increase the quality of service delivery.

C. Administrative Service Duties:

1. Participate in personnel recruitment (interviewing and selecting) to acquire quality staff.
2. Utilize documentation procedures (reporting/record keeping forms and procedures).
3. Assist in coordinating services and resources to accomplish service delivery goals and objectives.
4. Assist in implementing due process procedures to inform and protect individuals of their rights.
5. Participate in vertical and horizontal communication to facilitate total operations of the organization.
6. Implement requisitioning procedures to obtain supplies and equipment necessary for delivering

services.

7. Travel from one destination to another to provide services is required.

SUPERVISORY RESPONSIBILITIES:

SKILLS, PHYSICAL DEMANDS AND THE WORK ENVIRONMENT:

SKILLS REQUIRED: The employee in this position must have the ability to ...

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to ...

WORK ENVIRONMENT:

EMPLOYEE PERFORMANCE EVALUATION:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive listing of the duties performed in this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Cooperative Association for Special Education (CASE) is an Equal Opportunity Employer. It is the policy and practice of CASE to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. CASE ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. CASE has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making application for this opening should contact the office of the Executive Director.

Revised: 7/2021