



JOB DESCRIPTION Occupational Therapist

GENERAL INFORMATION

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| Title: | Occupational Therapist | Union Status: | TIE |
| Department: | Student Services | Work Year: | 183 Day |
| Location: | District Schools | Reports To: | Nursing Services Assistant Director |
| ISBE Classification/Code: | 360 | Evaluation: | Annually by Building Administration |
| FLSA Status: | Exempt | Evaluation Responsibilities: | None |
| Salary: | Contract | Benefits: | Current Contract |

GENERAL RESPONSIBILITIES: As a member of a multidisciplinary school team, the Occupational Therapist assists in identifying students who require additional support to successfully participate in their educational environment. The Occupational Therapist: uses their expertise to support academic and non-academic outcomes, facilitate fine motor, visual motor development, and sensory motor performance; promotes independence in activities of daily living and pre-vocational skills; and improves functional skills through training, adaptations and use of specialized equipment. This position requires direct interaction with the students, as well as the development and implementation of educational plans with teachers, administrators, and parents.

ESSENTIAL FUNCTIONS:

- Generate reports and communicate with staff, parents, and students.
- Perform appropriate motor and sensory assessments of students.
- Maintain student records, including assessments, data collection, therapy, progress notes, attendance, etc.
- Prepare, participate and share expertise in team meetings, department meetings, problem-solving meetings, and student meetings.
- Develops measurable school based goals based on student needs and input from the educational team. Develops treatment plans, interventions and strategies to meet established goals, monitors progress towards these and ensures compliance with regulatory requirements.
- Collaborate with the educational team and parents/guardians on the development, implementation, and evaluation of instructional plans to serve the needs of students in an efficient, equitable and culturally competent manner.
- Research resources and methods to ensure best practice.
- Select and provide therapy, modifications, strategies and accommodations that facilitate inclusion and support students' educational programs.
- Provides instruction and models for staff and students on the use of assistive devices adaptations and accommodations.
- Support families with information and recommendations of activities/programs that promote development and generalization of fine motor and/or sensory integration skills.
- Interprets medical and academic reports for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
- Consult with outside professional agencies/service providers for coordination of therapy, when appropriate.
- Supervise certified occupational therapy assistants.
- Protect student confidentiality according to federal, state and local regulations.
- Assume responsibility for professional growth.
- Maintain appropriate certification/licensure/standards of practice.
- Adhere to professional, ethical, and legal standards for the practice of Occupational Therapy in the schools, as dictated by associated organizations, e.g., ISBE, AOTA, and Illinois OT Practice Act.
- Other duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

- Knowledge of the philosophy, principles and practices of Occupational Therapy as it relates to school-based practice.
- Knowledge of specialized equipment related to adaptive equipment, technology and positioning, and skills to use appropriately.
- Knowledge of typical and atypical motor development.
- Knowledge of current federal and state laws related to the education of students with disabilities.
- Ability to present ideas effectively, both orally and in written form, complete evaluations within specified timeframes, and make data driven decisions for activities and interventions.
- Ability to independently problem-solve, create schedules and manage time.
- Ability to communicate and work collaboratively with students, parents and professional staff.
- Ability to travel between district buildings as necessary.
- Physical ability to provide therapy to students ages 2 through 15.

EDUCATION, CREDENTIALS and/or EXPERIENCE:

- Current licensure from the Illinois Department of Professional Regulation as an Occupational Therapist
- Current certification from the National Board for Certification in Occupational Therapy (NBCOT), preferred
- Pediatric and special education experience, preferred

Physical Demands and Work Environment:

While performing the duties of the job, the employee is frequently required to sit; to use hands and fingers to handle or feel; and to talk or hear. The employee is regularly required to reach with hands and arms. The employee is regularly required to stand and walk. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include: close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. The employee regularly produces written work using a keyboard.

In the work environment, the employee is regularly exposed to video display and regularly works in classroom/office environmental conditions. The employee occasionally works in the evenings or on weekends. The employee is occasionally exposed to outdoor weather conditions and occasionally works with the use of a personal/district vehicle. The employee will have contact with the public which requires appropriate demeanor and apparel. The noise level in the work environment is usually moderate.

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reviewed/Revised: April, 2021 - Salary and Benefits added January 2025

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with the business necessity and School Board Policy and procedures. Essential and marginal job functions are subject to modification.