



## CRETE-MONEE SCHOOL DISTRICT 201-U JOB DESCRIPTION

**Job Title:** Occupational Therapist  
**Location:** Various Locations  
**Reports to:** Director of Special Education

**Position Level:** Classified/Non-Union  
**FLSA Status:** Salary/Exempt  
**Date Prepared:** May 2026

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### **Job Summary:**

The Occupational Therapist provides school-based evaluation, consultation, and therapeutic services to students whose educational performance is impacted by physical, developmental, sensory, fine motor, adaptive, or self-regulation needs. The Occupational Therapist supports student access to the educational environment through assessment, intervention, consultation, and collaboration in accordance with applicable laws, regulations, and district procedures. The position participates in multidisciplinary teams, develops and implements service recommendations, supervises Certified Occupational Therapy Assistants (COTAs), and supports students in achieving greater independence and educational success.

### **Supervisory Responsibility:**

Certified Occupational Therapy Assistants

### **Qualifications:**

*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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Knowledge of occupational therapy principles, evaluation methods, intervention strategies, and school-based service delivery practices
- Knowledge of IDEA, Section 504, ADA, FERPA, Medicaid billing requirements where applicable, and applicable state and federal regulations
- Knowledge of child development, sensory regulation, adaptive functioning, assistive technology, and educational accommodations
- Ability to assess student needs, interpret data, and develop effective intervention plans
- Ability to provide direct and consultative services while managing multiple priorities, timelines, and compliance obligations
- Ability to collaborate effectively with students, families, staff, administrators, and multidisciplinary teams
- Ability to supervise COTAs in accordance with applicable requirements
- Ability to communicate effectively in written and verbal formats
- Ability to maintain accurate documentation, confidentiality, and sound professional judgment
- Ability to use district technology systems and travel between assigned locations
- Ability to perform all duties following the Board of Education policies, regulations, and administrative procedures

### **Education, Licensure, & Experience:**

- Degree in Occupational Therapy from an accredited institution as required for professional licensure
- Experience providing occupational therapy services
- Experience collaborating with multidisciplinary teams
- Experience supervising Certified Occupational Therapy Assistants, preferred
- Experience with assistive technology and adaptive supports, preferred
- Current, valid Illinois Occupational Therapist license issued by the Illinois Department of Financial and Professional Regulation
- Maintains all professional licenses, certifications, and continuing education requirements necessary to perform assigned duties
- Valid driver's license or reliable transportation sufficient to fulfill district travel requirements



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### **Essential Job Functions:**

- Conduct occupational therapy evaluations, re-evaluations, screenings, observations, and assessments to determine student needs and educational impact
- Interpret assessment data and prepare reports, recommendations, goals, and service plans aligned with student educational needs
- Provide direct and consultative occupational therapy services in accordance with IEPs, Section 504 plans, and district programming
- Address student functional needs including fine motor development, sensory regulation, adaptive functioning, self-help skills, classroom participation, and access to educational activities
- Participate in IEP meetings, multidisciplinary team meetings, eligibility determinations, manifestation determinations as appropriate, transition planning, and other student support meetings
- Collaborate with teachers, administrators, families, and related service providers to develop strategies, accommodations, modifications, and interventions that support student success
- Recommend, support, and monitor adaptive equipment, assistive technology, environmental modifications, and therapeutic supports
- Monitor student progress and maintain required documentation, service records, reports, timelines, and compliance records in accordance with district, state, and federal requirements
- Provide training, consultation, and technical assistance to staff and families regarding occupational therapy strategies and student supports
- Supervise Certified Occupational Therapy Assistants (COTAs) in accordance with professional standards, legal requirements, and district expectations
- Coordinate schedules and travel between district locations to ensure timely delivery of required services
- Maintain confidentiality, professional licensure, required continuing education, and ethical standards
- Perform other duties within the scope of the position as assigned

*This job description is intended to describe the general nature and level of work being performed by an employee assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required.*

### **Physical Requirements:**

The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Ability to sit, stand, walk, bend, kneel, crouch, stoop, reach, and move throughout school buildings for extended periods
- Ability to lift, carry, push, pull, position, and assist students, equipment, and materials as required to support occupational therapy services
- Ability to perform fine motor tasks, hand-over-hand assistance, and repetitive hand and wrist movements associated with therapeutic interventions and documentation
- Ability to operate standard office equipment, computers, and occupational therapy tools and equipment
- Ability to travel between district buildings and assigned work locations
- Ability to visually assess student performance, therapeutic progress, environmental conditions, and written materials
- Ability to hear and communicate effectively in person and through electronic means



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**Working Conditions:**

- Work is performed in classrooms, therapy spaces, offices, hallways, cafeterias, gymnasiums, and other district locations
- Regular interaction with students with varying academic, developmental, physical, behavioral, emotional, and sensory needs
- Frequent collaboration with administrators, teachers, related service providers, support staff, and families
- Work may involve responding to students requiring physical assistance, behavioral support, or adaptive intervention
- Exposure to typical school environmental conditions, including moderate noise levels, frequent movement, and interruptions
- Position requires travel between assigned district buildings and educational sites

**Term of Employment:**

- Per Board approval, applicable district policies, and terms established for classified, non-union employees

**Evaluation:**

- Per Board of Education policy 5:320 *Evaluation*

*Crete-Monee School District 201-U is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, protected veteran status, or any other protected status under applicable law.*