



NILES TOWNSHIP HIGH SCHOOL DISTRICT 219

7700 Gross Point Rd
Skokie, IL 60077
847-626-3000
www.niles219.org

Occupational Therapist

REPORTS TO: Director of Special Education

POSITION OBJECTIVE: Provide occupational therapy services to students with significant disabilities and high support needs in order to support academic and non-academic outcomes, to facilitate fine motor, visual motor development and sensory motor performance, to promote independence in activities of daily living and pre-vocational skills, improve functional life skills through training, adaptations and use of specialized equipment. Interact directly with students, as well as the development and implementation of educational plans with teachers, administrators, and parents.

MINIMUM QUALIFICATIONS:

1. Illinois Professional Educator License preferred
2. Valid Illinois Department of Financial and Professional Regulation (IDFPR) licensure
3. National Board for Certification in Occupational Therapy (NBCOT) Occupational Therapy certification
4. Bachelor's degree required; Master's degree in Occupational Therapy preferred
5. Experience supporting students with complex adaptive, behavioral, sensory, or communication needs
6. Ability to assist students with daily living and life skills, including feeding, toileting, mobility support, and personal care, while promoting independence.
7. Ability to safely lift, support, and assist students as needed, including occasional physical handling and transport, in a manner consistent with best practices and student safety protocols.
8. Experience working successfully in a diverse, multicultural environment

REQUIRED SKILLS:

- Ability to assess student needs related to fine motor, sensory processing, self-care, and adaptive functioning
- Knowledge of IDEA, special education procedures, and related service requirements
- Demonstrates excellent verbal and written communication skills and able to explain evaluation information and goals in clear understandable way to audience
- Ability to collaborate effectively with teachers, support staff, families, administrators, and related service providers
- Ability to develop, implement, and monitor IEP goals and progress

- Ability to work with students requiring physical assistance, adaptive equipment, and sensory supports
- Ability to maintain confidentiality and professional boundaries
- Strong organizational and time-management skills
- Ability to respond calmly and effectively to medical, behavioral, or sensory-related situations
- Ability to use technology and data systems for documentation, reporting, and progress monitoring
- Ability to establish and maintain effective working relationships with students, staff, and families

PERFORMANCE RESPONSIBILITIES:

Provides Occupational Therapy Services

- Provides appropriate motor, sensory and functional assessments to assist in determining student's eligibility for special education and their educational needs for occupational therapy services
- Provides direct and consultative occupational therapy services in individual and group settings to meet established goals
- Develops measurable school-based goals based on student needs and input from educational team
- Develops treatment plans, IEP goals, interventions and strategies to meet established goals, monitors progress towards these and ensures compliance with regulatory requirements.
- Interprets medical and academic reports for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
- Researches resources and methods to ensure best practices are utilized
- Evaluates students to determine eligibility and need

Supports Students with High-Needs and Life Skills

- Addresses self-care skills such as feeding, dressing, toileting, and hygiene as appropriate
- Supports sensory integration and regulation strategies for students with complex needs
- Supports student participation in classroom routines, transitions, and daily living activities
- Assists students with motor planning, coordination, and functional movement within the school environment
- Collaborates with staff to ensure consistency of strategies across settings

Collaborates with Staff and Families

- Participates in IEP meetings, case conferences, and multidisciplinary team meetings
- Participates in school and district MTSS and Nonviolent Crisis Interventions (NVCI) as needed.
- Collaborates with educational team to develop and implement strategies and techniques to support student's educational program including but not limited to adaptations, accommodations, positioning and equipment related to environmental and or physical needs.
- Communicates regularly with families regarding student progress and strategies
- Provides instruction and models for staff and students on the use of assistive devices adaptations and accommodations.
- Supervises and direct the work of classroom staff for the purpose of providing guidance and ensuring that program objectives are achieved

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- Recommends and trains staff on adaptive equipment, sensory tools, and environmental modifications

Compliance and Documentation

- Maintains accurate and timely documentation in compliance with Illinois Occupational Therapy Practice Act, IDEA, state, and district requirements
- Maintains confidentiality per FERPA and HIPAA regulations. Obtains necessary releases of information documents prior to exchanges with outside professionals.
- Ensures services align with IEPs and legal mandates

TERMS OF EMPLOYMENT: 182 day working calendar, IMRF contributing role

WORKING CONDITIONS: The position requires physical activity including lifting, carrying, climbing, stooping, kneeling, crouching, and use of fine motor skills. Work is performed indoors.

SALARY RANGE: Salary is based on years of experience and educational background in accordance with the District's salary schedule.

Apply online at: www.niles219.org

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Niles Township High Schools District 219 is an equal-opportunity employer. It is the policy and practice of District 219 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 219 ensures equal employment opportunities regardless of race, creed, sex, sexual orientation, color, national origin, religion, age, or handicap.

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