

Des Plaines Community Consolidated School District 62

777 E. Algonquin Road

Des Plaines, Illinois

Job Description

JOB TITLE: Occupational Therapist

LOCATION: D62 Schools

DEPARTMENT: Student Services

REPORTS TO: Assistant Superintendent for Student Services

TERM: Full-time, school calendar

Position Summary: Occupational Therapists evaluate students to determine their functional levels and identify special needs. Plan and implement therapeutic activities to assist special education students to benefit from their educational experiences.

Essential Duties and Responsibilities: Other duties may be assigned.

- Makes decisions and demonstrates support of the mission, vision, goals, and interests of the district and of students.
- Communicates, collaborates and cooperates with colleagues, students, supervisors, staff, and guests.
- Maintains confidentiality of student information. Utilizes confidential and personal information for professional purposes only in accordance with school district policy and regulations.
- Implementation to meet the IEP goals; program planning and management.
- Provide training to the appropriate persons to carry over therapy goals in the school setting.
- Set-up, maintenance and cleaning of treatment areas and O.T. equipment.

- Program services include: self help, functional mobility, environmental adaptations/adaptive equipment, positioning, fine motor and sensory functions, & pre-vocation/vocational skills.
- Function as a team member for IEPs and maintain contact with school, family, physicians and agencies.
- Screening, evaluation, and reassessment to develop IEP.
- Establish and maintain appropriate records, reports, and procedures.
- Schedule students for evaluation and treatment.
- Travel to meet job requirements.
- Compiles and maintains legally required and useful reports and records.

In order 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, ability, physical demands and work environment required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualification Requirements:

- Current valid Illinois Occupational Therapist licensure
- Experience as an Occupational Therapist in an elementary school setting preferred
- Ability to work in a consulting environment

Physical Demands:

- While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell.
- The employee frequently is required to stand, walk, operate office equipment, sit, and occasionally to reach with hands and arms.
- The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 30 pounds; such as office equipment and paper boxes.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee shall possess personal computing skills with the following types of software; web browsers, word processing, spreadsheet, and databases and student database systems. The employee shall use board approved resources, technology, and

assistive technology.

- Daily use of computer monitors is required. Requires typing on the computer keyboard with frequent interruptions.
- The position requires the individual to meet deadlines with severe time constraints and to interact with the public and other workers.

Work Environment:

- While performing the duties of this job, the employee works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other settings such as a gymnasium, lunchroom, LMC, buses, and traffic coordination both before and after school.
- Work is usually conducted indoors, but there is outdoor work expected on a regular basis to supervise children, and assist with arrival and dismissal
- Attendance at scheduled community, district and school events after the school day may be required.

Evaluation: Annual

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.

Community Consolidated School District 62 is an Equal Opportunity Employer. It is the policy and practice of District 62 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 62 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. The District has a policy of active recruitment of qualified minority teachers and non-certificated employees. Any individual needing assistance in making an application for this opening should contact the Human Resources office.

REVIEWED/REVISED

- May 2023 (kkc)