



JOB DESCRIPTION

TITLE: Occupational Therapist

NEW

QUALIFICATIONS:

- Valid Illinois Licensure as an Occupational Therapist from the State of Illinois, Department of Professional Regulation.
- Three or more years of experience (preferred)
- Ability to participate in district behavior management procedures, Crisis Prevention Institute Training (CPI) and to apply training in crisis situations including student restraints as needed.
- Ability to fluently speak, read, and write in Spanish and English (Preferred).

JOB GOAL: To evaluate disorders and delays in the area of fine motor and sensory, that affect students' ability to perform daily activities and reach their educational goals.

REPORTS TO: Student Services Coordinator

SUPERVISES: Students, Certified Occupational Therapist Assistant

PERFORMANCE RESPONSIBILITIES:

- Promote independence in activities of daily living (including dressing and feeding) through problem solving, suggesting adaptations and observation of the student.
- Provide individual and group OT sessions.
- Complete and maintain professional documentation with regards to student files, student session, attendance, session notes, quarterly reports and student progress.
- Submit trimester progress reports and update benchmarks related to IEP goals.
- Participate as a team member developing appropriate IEP goals based on formal and informal assessments and also in IEP meetings as needed.
- Conduct comprehensive evaluations, interpret evaluations and test results, and maintain IEP goals.
- Utilize task analysis to suggest techniques to the educational team with regard to feeding, activities of daily living, pre-writing and other skills needed for school performance.
- Case manage 504 plans for occupational therapy
- Work with IEP teams to develop sensory protocols and routines to support student regulation in the classroom.
- Supervise Certified Occupational Therapist Assistant.
- Provide motor and sensory strategies within the Multi-Tiered System of Support (MTSS)
- Other duties as assigned by building administration.

TECHNICAL SKILLS:

The individual must be proficient in computer usage, word-processing, spreadsheets, presentation and other school-based software.



PHYSICAL REQUIREMENTS:

The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, kneel, crouch, stoop, reach, twist, and lift 30 pounds.

TRAVEL REQUIREMENTS:

The individual will need to provide own transportation to district and professional meetings as required.

OTHER SKILLS AND ABILITIES:

Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

COMMITTEE ASSIGNMENTS: *TBD*

TERMS OF EMPLOYMENT: 180 work days

SALARY:

Regionally competitive comprehensive salary and benefits package. The final salary for the successful candidate will be negotiated and determined based upon proven experiences, qualifications and meeting the Board of Education's criteria.

APPROVED BY THE BOARD OF EDUCATION: *xx/xx/xxxx*

FLSA STATUS: Exempt

PERFORMANCE EVALUATION: Performance will be evaluated pursuant to Board policy.