

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Occupational Therapist</i>	Department: <i>Specialized Services</i>
Reports to: <i>Director of Specialized Services</i>	FLSA Status: <i>Non-Exempt</i>
Band/Grade/Subgrade: C-5-2	Bargaining/Work Unit: CEA
Tier/Lane:	Position Last Updated: March 2018

SECTION II: JOB SUMMARY

Provide services to children with exceptional educational needs, and to educate staff when children require occupational therapy to benefit from special education. To improve, develop, restore, or maintain a child's active participation in self-maintenance, work, leisure, and play in educational environments.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility:
Percent of Time:		<i>Provide services to children with exceptional educational needs.</i>

Tasks involved in fulfilling above duty/responsibility:

- Conduct appropriate evaluations of children referred
- Prepare written reports of the evaluations conducted and the findings
- Participate in the development of IEP's for children
- Provide direct and indirect occupational therapy to children in educational environments
- Collaborate with other school personnel regarding occupational therapy and the children's needs
- Travel to and among schools to provide services to children
- Maintain records of service provided
- Lift, transfer and position children and equipment as necessary to provide occupational therapy

Duty/Responsibility No:	2	Statement of duty/responsibility:
Percent of Time:		<i>Develop and implement direct and indirect services based on individual evaluation and IEP.</i>

Tasks involved in fulfilling above duty/responsibility:

- Activities of daily living

- Work and productive activities
- Play or leisure activities
- Sensory motor components of performance
- Cognitive integration and cognitive components of performance
- Psychosocial skills and psychological components of performance

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Good organizational skills
- Ability to work well with others
- Good oral and written communication skills
- Regular attendance
- Personal dependability
- Confidentiality right of students
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission, and belief statements of District 112.
- Ability to adhere to the ethical standards of the profession
- Ability to adhere to established rules, regulations and laws
- Ability to work cooperatively to accomplish the goals and objectives of the local education agency
- Ability to transfer/position students up to 40 lbs. (2-person transfers used for students over 40 lbs.)
- Ability to apply technical skills to educational settings.

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Bachelor's or Master's degree in Occupational Therapy from a school accredited by the American Occupational Therapy Association
- Current certification from the National board for Certification in Occupational Therapy
- Current Occupational Therapy license from the Minnesota Department of Health

SECTION VI: EXPERIENCE REQUIREMENTS

- Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.