

Edina Public Schools Job Description

Occupational Therapist

Reports to: Director of Special Services

Purpose of Position:

The Occupational Therapist provides direct occupational therapy services to students and consultation services to staff and parents.

Essential Duties and Responsibilities:

- Completes assessments in the areas of sensorimotor, gross and fine motor.
- Participates in the writing of the IEP for those children involved in individual or small group treatment.
- Provides appropriate treatment for individual or small groups of children.
- Consults with teachers and parents regarding appropriate developmental fine and gross motor activities for individual children.
- Presents a positive image of the O.T. program to students, teachers, and parents, conveys to them the school's genuine concern with the growth, development and education of each child.
- Provides in-service training to district staff and/or parents in all areas of the O.T. program.
- Participates with other staff members in initial case conferences and student staffing as necessary.
- Keeps complete, up-to-date and accurate records as required by law, policy and administrative regulation.
- Responsible for recommending change or end of treatment.
- Orders supplies and maintains equipment to insure a safe therapy setting.
- Keeps informed of new methods and treatments through professional journals; attends seminars and courses.
- Makes home visits as indicated to parents of preschool children who are receiving individual treatment in the school setting.
- Participates in assessments and staffing after preschool screenings.
- Performs other duties as may be reasonably assigned for effective school operation.

Required Qualifications:

- Bachelor's degree in Occupational Therapy and experience working in a school setting.
- Registered through American Occupational Therapy Certification Board, Inc.
- Ability to apply knowledge of occupational therapy to students in an educational setting to effectively and efficiently meet their individual needs.
- Ability to make decisions regarding eligibility for and dismissal from services.

Additional Information:

- Must be willing and able to work in the following conditions: busy, noisy, with consistent interruptions.

- Ability to perform the following actions occasionally: sitting, using hands dexterously, talking, hearing, lifting and carrying up to 25 pounds, reaching, stooping, walking, standing, bending, crouching.
- Work may be performed wherever required by students including schools, offices and homes.