

**TITLE: OCCUPATIONAL THERAPIST**

**QUALIFICATIONS:**

- a. **Appropriate, valid State of Illinois certification/approval in the area(s) of service.**
- b. **Appropriate valid State of Illinois certificate/approval in the areas(s) of service.**
- c. **Ability to physically manage and/or restrain students up to 200 pounds, with assistance, when needed.**
- d. **Ability to relate to and work with students with special needs who may present a variety of disabilities.**
- e. **Health examination for new employee part time or full time:**
  1. **Chapter 122 Article 24-5 of the Illinois School Code mandates that school boards shall required of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease, including tuberculosis. Such evidence shall consist of a physical examination and a tuberculin skin test and, if appropriate, an x-ray. The cost of such examination shall rest with the employee.**
  2. **Prior to employment, all non-certified personnel must have a physical examination.**

**REPORTS TO: Director of Special Services.**

**JOB GOAL: To ensure that all students identified by the Occupational Therapist receive quality services.**

**PERFORMANCE RESPONSIBILITIES:**

- a. **Classroom Environment:**
  1. **Creates an environment of respect and support for students.**
  2. **Maintains a clean and healthy environment.**
  3. **Plans and manages effective classroom procedures.**
  4. **Organizes accessible physical space and instructional resources.**
  5. **Reflects/displays ongoing learning in multiple ways.**

- b. Instructional Planning and Development:**
  - 1. Designs and develops appropriate instructional plans that are based on the IEP and curriculum.
  - 2. Uses diagnostic information from a variety of assessments to develop and revise instructional plans and approaches.
  - 3. Maintains accurate records to document student performance.
  - 4. Plans instruction that matches objectives and learning strategies with student needs and concerns.
  - 5. Uses available and appropriate human and material resources to support the instructional program.
  - 6. Uses analysis of current lesson to plan for future teaching.
- c. Management of Instructional Time:**
  - 1. Has materials, supplies and equipment ready at the start of the instructional activity.
  - 2. Effectively manages the instructional team (all related support personnel).
  - 3. Starts student on task at the beginning of each lesson or instructional activity.
  - 4. Maintains a high level of student time-on-task.
  - 5. Provides adequate time for unit of study.
  - 6. Effectively transitions from one activity to another.
  - 7. Groups students appropriately.
- d. Management of Student Behavior:**
  - 1. Establishes a set of rules and procedures, and consequences that govern the handling of routine classroom procedures. (Standards will be for the entire classroom and/or for an individual student(s) as deemed appropriate.)
  - 2. Monitors the behavior of all students during whole class, small group and individual activities, and during transitions between instructional activities.
  - 3. Plans for inappropriate student behaviors and intervenes promptly while consistently maintaining the dignity of the student.
- e. Instructional Presentation and Feedback:**
  - 1. Begins lessons or instructional activities with a review of previous material or anticipatory set.
  - 2. Introduces lessons or instructional activities and clarifies learning objectives.
  - 3. Presents lessons or instructional activities using concepts and language understandable to the students.

4. Asks appropriate levels of questions that students handle with a high rate of success (e.g. curing, probing, and leading.)
  5. Engages students in learning through discussion and other student participation.
  6. Provides relevant examples and demonstrations to illustrate concepts and skills.
  7. Assigns tasks that students handle with a high rate of success.
  8. Conducts lessons or instructional activities at an appropriate pace.
  9. Reviews and summarizes the main focus of the lesson during instructional activity.
  10. Provides positive feedback and effective reinforcement procedures to support learning.
  11. Individualizes instruction as necessary to ensure student success.
  12. Enhances students' pride in their work and achievement.
  13. Is knowledgeable and enthusiastic regarding content.
- f. **Monitoring of Student Performances:**
1. Maintains clear and reasonable work standards.
  2. Positions oneself during class work to support student learning and performances.
  3. Routinely uses a variety of methods to assess student progress.
  4. Utilizes assessment data to monitor student progress and to develop appropriate remediation and enrichment activities.
- g. **Communication and Professional Responsibilities:**
1. Interacts effectively with students.
  2. Interacts effectively with parents.
  3. Interacts effectively with co-workers.
  4. Is involved in continuing professional growth activities.
  5. Exhibits professionalism and is a role model for other teachers and students.
  6. Adheres to established procedures, policies, rules and regulations.
  7. Attends and participates in school events and meetings.
  8. Completes assigned responsibilities on time, (e.g. committee assignments, supervisory assignments, IEPs and parent-teacher conferences).

9. Is knowledgeable about normal development and the impact of the disability on normal development.
- H. Performs all other duties assigned.

**TERMS OF EMPLOYMENT:**

Occupational Therapist will work according to approved school calendar. Must work an 8 hours a day.

**EVALUATION:**

Evaluated annually by the Director of Special Services in consultant with building principals.