

## **JOB DESCRIPTION**

**TITLE:** Occupational Therapist

### **QUALIFICATIONS:**

- Licensed in Occupational Therapy by Minnesota Department of Health
- Certification from either National Board for Certification in Occupational Therapy
- One year pediatric occupational therapy experience preferred

**REPORTS TO:** Director of Special Services

**LENGTH OF CONTRACT:** Teachers' Contract—184 days

### **JOB SUMMARY:**

Provide screening, assessment, program development, and therapy to special education students birth-21. Consult with parents, teachers, and aides as to interventions, accommodations, and programming for students in need of occupational therapy.

### **ESSENTIAL FUNCTIONS:**

- Knowledge of federal and state criteria for providing occupational therapy services as a related special education service.
- Knowledge of state due process procedures.
- Provide intervention strategies through building intervention teams.
- Participate on the Child Study Teams in assigned buildings.
- Knowledge and skills to conduct occupational therapy evaluations using a variety of assessment tools and communicate written results as part of the evaluation summary report.
- Participate in student Evaluation and IEP Meetings
- Formulate goals and objectives based on evaluation results and communicate progress toward achievement of these goals.
- Work and communicate effectively with students, parents, school staff, and outside agencies.
- Develop treatment plans and provide direct and indirect occupational therapy services to students in individual, group, or home settings.
- Supervise occupational therapy assistants.
- Complete MA billing for applicable students.
- Perform other related duties as assigned.