

TITLE: OCCUPATIONAL THERAPIST

QUALIFICATIONS: A current and valid license as an Occupational Therapist issued by the Illinois Department of Registration and Education.

REPORT TO: Building Principal

CONTRACT: 180 Days

SALARY:

JOB DESCRIPTION: Occupational therapy services provided in an educational setting will:

1. Address the individual educational needs of each student.
2. Be integrated throughout the environments in which students receive instruction and are expected to function.
3. Be coordinated with services provided by other members of the educational team, including parents.

Primary Responsibilities:

1. Assessment:
 - A. Screenings
 1. The OT will consult/collaborate/in-service district child study teams. (WSAT)
 2. The OT will consult/collaborate/in-service district staff on screening methods, guidelines, and procedures.
 - B. Evaluation
 1. The OT will assist in classification and placement decisions by performing Developmental functioning and environmental functioning assessments: norm referenced and criterion referenced instruments when appropriate.
 2. The OT will evaluate functional skills developmentally and environmentally in relation to mobility, strength and endurance, joint range of motion, respiratory functioning, activities of daily living, adaptive equipment, wheelchair and pre-vocational functioning.
2. Team process in relation to student program development.
 1. The OT, with team, will identify long-term goals and objectives.
 2. The OT will develop therapeutic interventions and methods and equipment adaptations in collaboration, with the educational team to carry out IEP goals.
 3. The OT will assume responsibility for development and monitoring therapeutic programs with intervention provided by self or other team member.

Page Two – Occupational Therapist

4. The OT will update and change IEP goals and objectives through team conferences as required by school districts.
 5. The OT will develop therapeutic interventions and methods and equipment adaptations for students and secure delivery basis as determined by the WSAT Team.
3. Program implementation.
OT will provide intervention as determined by IEP conference. The amount of Minutes provided includes direct, monitoring, and consultation service delivery Models are not rigidly fixed. The therapist may interchange models in order to Most effectively meet the needs of the student within the time slotted.
4. Professional Responsibilities.
 - A. The OT will maintain current accepted competencies of practice in skills as required by program needs by attending professional workshops, courses, conferences and inservices.
 - B. The OT will maintain ethical standards as required by the national state professional organizations and the local school districts.
 - C. The OT will project a positive professional image to the community, e.g., participate in district activities, and serve on district committees.
5. Administrative Responsibilities.
 - A. Supervisory – OT will provide supervision to COTA(s). COTA's are to receive a minimum of supervision equal to 5% of the FTE's.
 - B. OTs are responsible for all 3 year evaluations for those students on the COTA's caseloads or initial evals in the classrooms assigned to the COTA.
 - C. The OT will evaluate COTA competencies.
 - D. Records
 1. The OT will maintain an inventory of materials and equipment. The OT will order materials and supplies as needed and secure delivery according to budgetary recommendations.
 2. The OT will maintain schedules and inform Principals and Director of Special Services of changes.
 3. The OT will maintain student files of progress notes, attendance, anecdotal records, etc.
 4. The OT will write IEP's, assessments, and programs (e.g., home, database, gross motor, etc.)