

MANISTEE INTERMEDIATE SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Occupational Therapist

CLASSIFICATION: Professional Staff

REPORTS TO: Director of Special Education

QUALIFICATIONS: Occupational Therapists shall be licensed with the State of Michigan, Board of Occupational Therapy

JOB GOAL: To provide occupational therapy to students 0-26 years of age who are eligible for special education services. In addition, the occupational therapist evaluates students' therapy needs, develops and implements occupational therapy programs, provides consultative services to parents and school personnel, and coordinates therapy services with educational goals developed by the I.E.P.T.

RESPONSIBILITIES:

1. Evaluate referred students through the use of standardized tests, customized measures and/or observation in the areas of visual perceptual, fine motor skills, fine motor coordination, sensory regulation, self-care skills, muscle strength, range of motion, and needs for adaptive devices.
2. Evaluate treatment effectiveness by measurable documentation, observation, testing and communication with family and other sources.
3. Provide direct therapy utilizing treatment procedures involving visual perceptual, sensory processing, fine motor strategies/tools and functional activities which are designed to: maintain or improve school based function, home-based function and expectations.
4. Provide indirect services through: participation in I.E.P.T. meetings, re-evaluation of treatment programs and goals, provide education to teachers/staff, monitor the follow-through of occupational therapy treatment goals; maintain records in accordance with administrative policy; design and construct adaptive equipment for the students or classroom.
5. Conduct coordinating functions such as: assisting in the formulation of occupational therapy policies, procedures and priorities; schedule students for evaluation and treatment; maintain current inventory of supplies and equipment and order as needed.
6. Evaluate, treat, and work as a team for students 0-3 years of age in their home.
7. Perform other duties as assigned by the Director.

ADDITIONAL WORKING CONDITIONS:

1. Potential exposure to blood, bodily fluids and tissue
2. Potential interaction among children with challenging behaviors

TERMS OF EMPLOYMENT AND EVALUATION: In accordance with Master Agreement

ESSENTIAL FUNCTIONS
OCCUPATIONAL THERAPIST

1. Must be capable of lifting students/objects safely up to 50 pounds, “two-person lifting techniques preferred”.
2. Must be able to physically assist students in fine motor activities or play activities.
3. Must be able to effectively communicate in written form.
4. Must be able to effectively communicate with staff, students and parents.
5. Must be able to evaluate treatment effectiveness- measurable goals/objectives.
6. Must be able to establish and develop measurable objectives for students based on evaluations.
7. Must be able to maintain records on student progress.
8. Must have knowledge and competency in areas of visual perceptual, fine motor skills, fine motor coordination, age appropriate psycho-social development, sensory processing, self-care skills, muscle strength, range of motion, and needs for adaptive devices.
9. Must be able to provide your own reliable transportation.