

Richfield Public Schools

Position Title: Registered Occupational Therapist
Department / Unit: Districtwide
Accountable To: Director of Special Education Programs
Date of Latest Revision: February 2015

I. PURPOSE OF THE POSITION

Provides direct Occupational Therapy services to students and consultation services to staff and parents.

II. MAJOR JOB RESPONSIBILITIES

- A. Screens and/or evaluates students who have been referred to occupational therapy in the areas of fine motor coordination and postural adjustments, perceptual motor control, sensory integration and activities of daily living with emphasis on specific lags and pathological responses as related to academic functioning.
- B. Consults with teachers and parents regarding appropriate motor activities, self-help skills and special equipment or assistive devices as necessary.
- C. Develops and provides direct and indirect services, as well as intervention strategies, to meet identified needs.
- D. Maintains collaborative communication with classroom teachers, other staff and parents concerning student's performance.
- E. Maintains accurate records of students evaluated and served in occupational therapy program; including assessment results, therapy progress and reports.
- F. Participates in designated team meetings, individual education plan conferences and periodic reviews involved with assessment, programming and reevaluation decisions.
- G. Schedules occupational therapy evaluation and treatment times and location with teachers and principal so that services are consistent and not in conflict
- H. Develops and provides formal and informal in-service programs for teachers and parents regarding occupational therapy.
- I. Participates in in-services and organizational meetings.
- J. Maintains close communication with Director of Special Education.
- K. Participates in professional development by attending in-services, workshops, conferences and classes.
- L. Orders and maintains equipment.
- M. Designs and constructs adaptive equipment and assistive devices.
- N. Acts as liaison between school district and community agencies, doctors and hospitals as needed to provide continuing occupational therapy services.
- O. Promotes School and community awareness of occupational therapy.
- P. When requested, serves on school, district and/or community policy-making committees in an advisory capacity.
- Q. Completes due process documentation according to the guidelines set forth in State and Federal law.
- R. Maintains a system of documentation and billing.
- S. Travel to and among school or community sites to provide services.
- T. Provides supervision to paraprofessionals for the purpose of Third Party Billing.

III. QUALIFICATIONS

A. Minimum Education and Experience

1. Master's degree from a four-year college or university.
2. Must be licensed as Occupational Therapist in State of Minnesota through MDH.
3. Previous experience with children with disabilities in a school setting.

B. Knowledge, Skills and Abilities

1. Ability to communicate clearly and concisely in both oral and written form.
2. Ability to read and interpret documents such as professional assessment and program manuals.
3. Ability to write professional reports and correspondence.
4. Ability to score and interpret score on standardized test.
5. Ability to schedule efficiently across multiple sites.
6. Ability to apply knowledge of occupational therapy to students in an educational setting to Effectively and efficiently meet their individual needs.
7. Ability to make decisions regarding eligibility for and dismissal from services.
8. Ability to function as a member of a professional team.
9. Ability to provide consultation services to teachers, paraprofessionals and parents to Effectively serve students in need of educationally based occupational therapy.

IV. WORK ENVIRONMENT

- Work is performed wherever required by students and parents, including schools, community sites, office and homes.
- The work environment requires the necessary level of physical strength and stamina to lift, transfer and position children and equipment as necessary to provide occupational therapy.
- The work environment requires the ability to handle and manipulate specialized equipment and demonstrate for students as needed.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.