

SPEED JOB DESCRIPTION

Job Title

Occupational Therapist

Supervisor

Principal/Program Administrator

Position Guide

Licensed Professional

Salary Range

CBA

Qualifications

- Hold a current State of Illinois Occupational Therapist License registered with the Illinois Department of Financial and Professional Regulation.
- Demonstrate excellence in verbal and written communications.
- Experience with collaborative groups and processes in a student-centered environment.
- Other qualifications of academic, professional, and personal excellence as the Governing Board may specify.

Essential Duties

1. Administers occupational therapy procedures and modalities for the purpose of achieving IEP objectives.
2. Assesses students' fine and gross motor skills and functional abilities (e.g. perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining program eligibility and developing recommendations for occupational therapy treatment, appropriate assistive devices and/or curriculum access.
3. Collaborates with a variety of groups and/or individuals for the purpose of communicating information resolving issues and providing services in compliance with established guidelines.
4. Develops treatment plans, interventions and/or educational materials from the IEP for the purpose of remediating students' motor skill deficits and ensuring compliance with regulatory requirements.
5. Directs the work of assigned COTAs for the purpose of providing guidance and ensuring that program objectives are achieved.
6. Identifies structural issues for the purpose of removing barriers for students with physical limitations and/or identifying appropriate technology and assistive equipment.
7. Instructs students and staff for the purpose of providing information on medical/behavioral attributes, use of assistive devices and/or implementing plans for remediation of functional limitations.
8. Interprets medical and academic reports for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
9. Maintains files and/or records (e.g. progress reports, activity logs, treatment plans, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
10. Participates in a variety of meetings for the purpose of conveying and/or gathering information.
11. Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, evaluations, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
12. Provides direct occupational therapy services for the purpose of developing students' daily living skills in compliance with established goals and objectives.
13. Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
14. Responds to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate.
15. Screens students for the purpose of determining the need for further individualized assessment.
16. Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.