

SOUTHWEST COOK COUNTY COOPERATIVE
ASSOCIATION FOR SPECIAL EDUCATION

JOB DESCRIPTION

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| TITLE: | Occupational Therapist, Registered |
| REPORTS TO: | Program Supervisor |
| SUPERVISES: | Certified Occupational Therapy Assistants |
| QUALIFICATIONS: | Bachelor's Degree in Occupational Therapy or related area with a certificate in occupational therapy Current Illinois licensure as an occupational therapist Current AOTA registration Verification of prior therapy experience |
| EVALUATIONS: | Conducted on an annual basis in accordance with Cooperative guidelines |
| TERMS OF EMPLOYMENT: | Length of employment, salary and benefits determined by the Board of Directors of SWCCCASE |

RESPONSIBILITIES:

Assessment

- demonstrates knowledge of formal and informal assessment procedures
- selects appropriate assessment instruments
- conducts assessments appropriately
- interprets assessment information accurately
- demonstrates knowledge of the screening/referral evaluation process
- conducts ongoing assessment of instructional/therapeutic goals and objectives

Provision of Instruction/Therapy/Counseling

- demonstrates an understanding of the content area
- defines and/or revises specific and sequential goals and objectives appropriate for student, based on assessment
- develops long range plan according to instructional/therapeutic sequence
- demonstrates daily preparation to achieve IEP goals and objectives
- selects, prepares and/or adapts materials to meet individual student's needs

- organizes time, space, materials, equipment for instruction/therapy
- plans for substitute and has materials available at all times (when applicable)
- employs a variety of techniques, methods and materials appropriate for student needs
- demonstrates effective individual and group behavior management techniques

Communication Techniques

- communicates in an effective, constructive and positive manner with students and parents
- interacts positively and effectively with school personnel, including supervisors, administrators, teachers, auxiliary staff, building secretaries, etc., as an effective team member
- promotes positive public relations

Management Tasks

- facilitates, coordinates and/or schedules for teacher/therapist, classroom paraprofessional, student, district personnel
- manages and coordinates required meetings/conferences
- manages and coordinates required paperwork
- trains, supervises and evaluates paraprofessionals (when applicable)
- completes, monitors and/or forwards pupil data as required

Professionalism

- Follows policies and procedures of SWCCCASE
- Demonstrates professionalism while setting examples for students
- Demonstrates continual assessment of personal and program effectiveness, responds effectively to feedback
- Actively participates in the evaluation process
- Demonstrates flexibility and is adaptable to change
- Uses judgement appropriately
- Conducts self in appropriate and ethical manner
- Treats others with respect and dignity
- Participates in professional growth activities
- Maintains a clean work area
- Dresses appropriately

Communication Skills

- Performs as an integral member of the educational team
- Maintains confidentiality in matters related to this position
- Relates in a helpful, positive, and efficient manner with peers, supervisors, and all those in contact with SWCCCASE

Performs other duties as may be assigned by supervisor