

DISTRICT 45

Job Description

Title: Occupational Therapist

Qualifications:

1. Bachelor's or Master's Degree in Occupational Therapy from an accredited university.
2. Licensed by the State of Illinois
3. Knowledge of special education related laws and regulations.
4. Knowledge of neuromuscular treatment, sensory integration, self-care training, adaptive equipment activity analysis, therapeutic exercise and approaches for the pediatric population
5. Knowledge and understanding of the Occupational Therapy Practice Framework
6. Ability to work independently and seek appropriate resources and support.

Reports To: Director of Student Services

Job Goal:

To assess students' functional physical development level, plan and implement appropriate treatment to meet individual student objectives, provide recommendations for accessibility and program development for students with disabilities.

Essential Functions:

1. Understanding of child development and learning processes.
2. Knowledge of disabilities commonly seen in school settings including but not limited to autism spectrum disorders, cerebral palsy, developmental coordination disorder, and ADHD.
3. Strong verbal communication and active listening skills
4. Effective problem-solving abilities
5. Commitment to maintaining confidentiality
6. Ability to develop positive rapport with students, parents/guardians, and members of the team.

7. Capability to perform physical activities such as walking, standing, sitting, stooping, bending, reaching, and assisting students as needed

Performance Responsibilities:

Assessment and Evaluation

- Participate in child find procedures to locate unserved students who have needs for occupational therapy services
- Develop and implement screening processes to identify students in need of services
- Conduct comprehensive evaluations of students' fine motor skills, sensory processing, visual-motor integration, and activities of daily living
- Assess students' needs for adaptive equipment and assistive technology
- Complete standardized and criterion-referenced assessments to determine eligibility for services
- Participate in Individualized Education Program (IEP) team meetings to share evaluation results and recommendations

Direct Student Services

- Provide individual and group therapy sessions based on IEP goals and objectives
- Develop and implement intervention strategies to improve handwriting, scissor skills, self-care abilities, and other functional skills
- Recommend needed modifications, accommodations, and adaptive equipment
- Address sensory processing difficulties that impact learning and behavior
- Support students' ability to participate in classroom activities and routines

Consultation and Collaboration

- Consult with teachers regarding classroom accommodations, modifications, and adaptive strategies
- Train staff in proper positioning, handling techniques, and use of adaptive equipment
- Collaborate with physical therapists, speech-language pathologists, school psychologists, and other team members

- Communicate regularly with parents regarding student progress and home programming
- Train staff as needed in therapeutic techniques to be carried out in the classroom and school environment
- Participate in professional development activities

Documentation and Compliance

- Maintain accurate records of evaluations, progress notes, and service delivery
- Write measurable IEP goals and objectives
- Complete required documentation within district and state timelines
- Ensure compliance with IDEA regulations and state educational standards
- Perform other duties as assigned
- Complete medicaid tracking, when applicable