JOB TITLE: Occupational Therapist

LOCATION: D26 Schools

DEPARTMENT: Student Services

REPORTS TO: Building Principal/ Assistant Superintendent for Student Services

POSITION SUMMARY: Occupational Therapists support students in school settings by assessing their needs, developing individualized plans, and implementing interventions to help them be successful within the learning environment.

QUALIFICATIONS:

- Current license from the State of Illinois, Department of Financial and Professional Regulation (IDFPR).
- Current certification from the National Board for Certification in Occupational Therapy (NBCOT).
- Ability to Travel to Multiple Buildings
- Experience as an Occupational Therapist in an elementary school setting preferred

*Bilingual a plus

ESSENTIAL FUNCTIONS:

- Makes decisions and demonstrates support of the mission, vision, goals, and interests of the district and of students.
- Communicates, collaborates, and cooperates with colleagues, students, supervisors, staff, and guests.
- Maintains confidentiality per FERPA and HIPAA regulations. Obtains necessary releases of information documents prior to exchanges with outside professionals.
- Set-up, maintains, and cleans treatment areas and O.T. equipment
- Provides appropriate motor, sensory, and functional assessments to assist in determining student's eligibility for special education and their educational needs.
- Participates on Student Service Teams to assist in identifying students who may require further assessment.
- Functions as a team member for IEPs and maintains contact with school, family, physicians and agencies as needed.
- Screens, evaluates, compiles and maintains legally required reports and records to develop individualized plans
- Establishes and maintains appropriate records, reports, and procedures

- Provides instruction and models for staff and students on the use of assistive devices and adaptations and accommodations
- Interprets medical and academic reports for the purpose of providing information and/or treatment/ intervention plans are appropriate
- Maintains files and/or records in accordance with Illinois Occupational Therapy Practice Act and District policies
- Demonstrates excellent verbal communication and writing skills. Is able to explain evaluation information and goals to be easily understood. May lead training sessions for staff and share information from workshops attended.
- Provides direct and consultative occupational therapy services to meet established goals.
- Participates in school and district MTSS and Nonviolent Crisis Interventions (NVCI) as needed.
- Attends required staff and district meetings.
- Researches resources and methods to ensure best practices are utilized.
- Supervises and directs the work of assigned Occupational Therapy Students, volunteers, Certified Occupational Therapy Assistants (COTAs) and/or classroom aides for the purpose of providing guidance and ensuring that program objectives are achieved.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee:
  - Is regularly required to stand and walk, physical capability of climbing is occasionally required and balancing is frequently required
  - The physical body movement of stooping, kneeling, crouching and/or crawling is frequently required
  - Reaching, handling, and/or fine motor dexterity are frequently required
  - May occasionally lift and/or move up to 30 pounds
  - Shall possess personal computing skills and use board approved resources, technology, and assistive technology
  - Must meet deadlines within mandated time constraints
  - Works in a building setting as well as outdoor weather conditions, subject to noises in setting such as a gymnasium

TERMS OF EMPLOYMENT: Salary and work year as approved by the Board

APPLICATION PROCEDURE: Applicants should apply online at www.rtsd26.org

EVALUATION: Performance of this job will be evaluated in accordance with provisions established by the policies of the Board of Education.

ADOPTED: Board of Education
            River Trails School District 26
            <Date>