

OCCUPATIONAL THERAPIST



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| Department: | Special Education |
| Reports To: | Director/Assistant Director of Special Education |
| Group/FLSA Status: | Certified Staff (CSA) / Exempt |
| Revised: | 2/27/2020 |

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Occupational Therapist Registered (OTR) assesses students with various physical, neurological, sensory and perceptual impairments to determine their functional skills within their current educational placement. The OTR is responsible for developing, implementing, and/or monitoring therapeutic programs and providing consultation to school staff and parents to maximize student skills.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Implements appropriate intervention programs to facilitate optimum functioning of a student's ability to learn and develop with the current academic placement;
- Provides programming supervision to service center and/or district employed Certified Occupational Therapy Assistants (COTA);
- Screens and evaluates students with physical, neurological, and sensory impairments;
- Assists team in writing goals to facilitate the child's greatest functional independence within the school setting and reviews plans and programs with the staff and family;
- Submits data for third party pay as required;
- Adheres to all due process procedures and compliance requirements;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Comprehensive knowledge of the principles and practices of an Occupational Therapist Registered;
- Comprehensive knowledge of school-based occupational therapy theory and practice;
- Thorough knowledge of assistive technology types and uses;
- Thorough knowledge of third party billing requirements;
- Ability to demonstrate confidentiality;
- Ability to establish and maintain effective working relationships with students, parents, school staff, administrators, and outside agencies;
- Ability to handle a variety of assignments or problems independently;
- Ability to apply a variety of procedures and policies;
- Ability to collect, read, summarize, compare, and apply data;
- Ability to communicate effectively, both verbally and in writing, with students, parents, school staff, administrators, and other agencies;
- Ability to present to small groups and large groups;
- Ability to write clearly and concisely;
- Ability to use modern office equipment, technology, and related software.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Master's Degree

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Minnesota Licensure as Occupational Therapist Registered from MN Board of Occupational Therapy;
- National Board for Certification in Occupational Therapy (NBCOT) Accreditation;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under supervision of the Director of Special Education;
- May provide oversight to COTAs.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- May serve more than one school district;
- Business travel is required;
- Work may require long hours including early morning, evening, and weekend activities;
- Work is performed during the traditional school year and may include some additional days during the summer;
- This is medium work requiring the exertion of up to 50 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires physical conditioning and endurance necessary to provide direct therapeutic services to a variety of students from birth to 21 in their natural environment; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to bloodborne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) 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 describe 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.

This job description does not constitute an employment agreement between SWWC and employee and is subject to change by SWWC as the needs and requirements of the position change.