

Occupational Therapist

Dept/Div: Special Education/N/A

FLSA Status: *Exempt*

General Definition of Work

Performs intermediate advanced human support work evaluating special needs of students, designing and implementing appropriate therapies, preparing and maintaining appropriate records, and related work as apparent or assigned. Work is performed under the general direction of the Assistant Director/Principal.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Provides direct and indirect Occupational Therapy (OT) to identified students in schools.

Trains paraprofessionals, special and general education teachers and other team members on specific interventions.

Recommends and trains staff and/or students on equipment; observes student in various educational environments and provides recommendations; adapts and/or modifies materials.

Maintains and completes progress notes, consultation notes or letters.

Completes re-evaluations including writing evaluation reports.

Assists with developing student Individualized Education Plan (IEP); assists case manager in establishing student's goals and objectives; completes appropriate components of a student's IEP.

Responds to questions and inquiries.

Attends various meetings and committees.

Orders equipment for department and district program.

Knowledge, Skills and Abilities

Thorough knowledge of the principles, practices and procedures of specialty area; thorough knowledge of the principles and methodology of providing effective therapy for special needs students; thorough knowledge of school rules, regulations and procedures; general skill operating standard office equipment and applicable hardware and software; general skill using standard tools of the trade; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to maintain resiliency and organization; ability to understand and demonstrate an understanding of body mechanics; ability to demonstrate non-violent crisis intervention techniques; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with district staff, students and parents or guardians.

Education and Experience

PhD in occupational therapy, or related field and moderate experience as an occupational therapist for pediatric clients, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling and reaching with hands and arms and occasionally requires climbing or balancing, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length,

Occupational Therapist

operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to vibration, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and exposure to aggressive or impulsive acts; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Minnesota State Department of Health certified Occupational Therapist.
American Occupational Therapist Association certification.
Valid driver's license in the State of Minnesota.

Last Revised: 9/27/2011