

Red Wing Public Schools Position Description

Occupational Therapist

General Information

Department:	Special Education
Unit:	Teachers
Immediate Supervisor:	Assistant Director of Special Education
Grade Placement:	19
FLSA Status:	Exempt

Position Summary

The Occupational Therapist is responsible for planning, implementing and providing direct occupational services to children with special educational needs to assist them improve, develop, restore, or maintain their participation in school work, self-help or play in educational environments consistent with state and federal laws, regulations and guidelines. Incumbents are responsible for implementing occupational therapy services as delineated by the IEP and for assisting student meet IEP goals and objectives.

Essential Duties and Responsibilities

1.	Assesses and conducts appropriate evaluations of student physical functioning and the impact of any physical impairment(s) on the student's education. <ul style="list-style-type: none">a) Receives and reviews student referrals.b) Conducts, administers, scores and interprets assessments for children/students with gross motor, fine motor, self-help and sensory concerns and issues.c) Determines student eligibility for services and writes up assessments, summary reports and evaluations
2.	Assists and participates with other licensed staff, parents, interagency coordinators and other in the development, revision and monitoring of a student's IEP (Individual Educational Plan). Plans age-appropriate and appropriate interventions to address student individual needs. <ul style="list-style-type: none">a) Determines client needs, outcomes and how these can be met.b) Maintains all case management records, case records, progress notes, case documentation, and other records required by local, state or federal agencies.c) Completes third party billing.
3.	Provides direct and indirect occupational services, training and therapy to students in the use and care of adaptive equipment, curriculum materials, behavioral plans and environmental/physical functioning in collaboration with special education teaching personnel. Supervises Certified Occupational Therapist Assistants.

4.	Collaborates with the Special Education Director, special education personnel, building administrators to establish future needs and related OT services. Participates in school comprehensive planning and improvement processes for students with exceptional needs. Works with and assists the Director of Special Education and staff in updating, revising or implementing new procedures.
5.	Collaborates with other school personnel and families regarding occupational therapy and the child's needs.
6.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 2 years of graduate school

Degree Information: Master's Degree

Major Field of Study or Degree Emphasis: Occupational Therapy

Required Work Experience: None

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- Licensed as a Registered Occupational Therapist in Minnesota

Essential Knowledge Required to Perform the Essential Functions of the Position

- School and department policies, procedures, guidelines and philosophy.
- Concepts, principles and fundamentals and techniques of occupational therapy.
- Human/child development, human anatomy and physiology with emphasis on muscular-skeletal, circulatory and nervous systems.
- Assessment and evaluation processes, tests and procedures.
- Disabilities and medical conditions.
- Occupational therapy techniques adapted to the educational setting.
- Laws, rules and regulations governing students with disabilities in Minnesota Public Schools, and local rules and regulations governing services to students with disabilities and due process.

Essential Skills Required to Perform the Work

- Communicating effectively on interpersonal and group levels.
- Teaching, implementing, and carrying out occupational therapy activities in accordance with IEP and treatment plans for students with physical impairments;
- Monitoring student behavior;
- Analyzing and assessing student adaptive and physical needs;
- Communicating effectively with parents, medical providers, vendors or others;
- Identifying, diagnosing and addressing a student's physical difficulties and impairments;
- Developing individual educational plans;
- Using and operating adaptive equipment;
- Dealing effectively and appropriately with parents, students, staff and other educational professionals over instructional needs, concerns or problems of the student and district.
- Implementing treatment plan interventions to address student needs.
- Working independently with minimal supervision.
- Planning, prioritizing, and organizing tasks, time and delegated functions.
- Maintaining effective working relationships with clients.
- Preparing and maintaining accurately case written records, charts and reports of student activities and progress.
- Instructing patients and families on basic occupational therapy techniques.
- Dealing with children, staff, parents, administrators and other educational professionals over parent and student issues and concerns. Interactions require persuasion, instruction and working with others to gain cooperation and understanding of educational issues/needs.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.

Classification History and Approval

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