



**POSITION DESCRIPTION  
ST. ANTHONY-NEW BRIGHTON PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Occupational Therapist	<b>Department:</b> Teaching & Learning	<b>Bargaining Unit:</b> Teacher
<b>Immediate Supervisor:</b> Principal/Special Education Coordinator	<b>Comparable Worth Rank:</b>	<b>FLSA Status:</b> Exempt

**Job Summary:**

Under the direction of the Special Education Director, the Occupational Therapist is responsible for professional OT and special education services to students who meet the educational service eligibility requirements/criteria established by the State of MN. Duties include the assessment, planning, goal development and OT intervention services for students in preschool to 12<sup>th</sup> grade to enhance and maximize the student’s educational, functional, and skills acquisition to assist the student function as independently as possible.

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assesses student fine and gross motor skills, functional abilities including perceptual motor skills, hand function, motor coordination, sensory processing abilities, physical development, etc. to determine if the student is able to receive direct or indirect OT services and to determine appropriate assistive technology devices. Prepares and writes the initial and three year assessments.
- Develops and implements IEP plans for students who qualify for direct OT services and other due process documentation. Completes and documents student progress and creates lesson plan activities.
- 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.
- Collaborates and works with other professional and special education staff regarding student goals/objectives; coordinating services; consulting on adaptive equipment or classroom strategies; and exchanging information concerning programming needs.
- Participates in school wide meetings for regular and special education services. Participates in initial and three year assessment meetings, FBA meetings, IEP meetings, Child Study/SAT meetings, district staffing, RTI meetings or other in-school training sessions.
- Communicates student assessment results/progress towards IEP goals to parents and IEP team members during meetings.
- Prepares third party billing paperwork for students eligible for Medicare Assistance/MN Care documenting OT time and services provided to student(s).
- Performs other duties of a comparable level or type, as required.

- a) Provides professional expertise and assistance to individuals, other district staff and the community concerning areas of instructional expertise/knowledge.
- b) Keeps abreast of changing developments, trends, and technologies within the field.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		Bachelor's Degree
	High school diploma or GED.		
	1 year college		Major field of study or degree emphasis:  Occupational Therapy
		2 years college	
	3 years college	x 4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of school and department policies, procedures, guidelines and philosophy.</li> <li>• Knowledge of concepts, principles and fundamentals and techniques of occupational therapy and assessment tools.</li> <li>• Knowledge of human/child development, human anatomy and physiology with emphasis on muscular-skeletal, circulatory and nervous systems.</li> <li>• Knowledge of assessment and evaluation processes, tests and procedures.</li> <li>• Knowledge of disabilities and medical conditions.</li> <li>• Knowledge of occupational therapy techniques adapted to the educational setting.</li> <li>• Knowledge of 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.</li> </ul>
	2nd year graduate level		
<b>Required Work Experience in Addition to Formal Education/Training:</b> Minimum of 6 months to 1 year prior directly related work experience.			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Licensed by the State of MN as a Registered Occupational Therapist. Requires a MN driver's license or evidence of equivalent mobility.	
<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>		<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Communicating effectively on interpersonal and group levels.</li> <li>• Implementing and carrying out occupational therapy activities in accordance with IEP and treatment plans for students with physical impairments;</li> <li>• Monitoring student behavior;</li> <li>• Analyzing and assessing student adaptive and physical needs;</li> </ul>	

- 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 and carrying out 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 accurate case written records, charts and reports of student activities and progress.
- Ability to read, and accurately interpret written materials of a technical nature.
- Ability to instruct patients and families on basic occupational therapy techniques.

**HAZARDOUS WORKING CONDITIONS**

**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. Dealing with angry, hostile or uncooperative individuals and associated physical risk. Occupationally exposed to blood borne pathogens and other potentially infectious materials. Any potential hazards and risks can be minimized through departmental procedures, training and risk management techniques employed by the school district.

**PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)**

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

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

Physical requirements associated with the position can be best summarized as follows:

**Light Work:**

Exerting up to 25 pounds of force occasionally and/or up to a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 4/2015 by BCC; Updated 6/2015

