

WAUNAKEE COMMUNITY SCHOOL DISTRICT

SCHOOL OCCUPATIONAL THERAPIST

Job Description

QUALIFICATIONS:

1. Bachelor's degree in occupational therapy from an accredited school.
2. Current occupational therapy license from the Wisconsin Department of Regulation and Licensing, Medical Examining Board.
3. Current occupational therapy license (812) from the Wisconsin Department of Public Instruction.
4. Valid drivers license.
5. Ability to develop positive relations with students, staff, and public.

REPORTS TO: Director of Special Education

GENERAL FUNCTIONS:

The occupational therapist provides services to children with exceptional educational needs who require occupational therapy to benefit from their special education program. On occasion the occupational therapist may provide services to Section 504 students who are eligible for occupational therapy. Occupational therapists work to improve, develop, restore, or maintain a child's active participation in self-maintenance, work, leisure, and play in educational environments. The occupational therapist, as related service personnel, works within state and federal law.

ESSENTIAL FUNCTIONS:

1. Instruct students individually and in-group settings in both special education classroom and the regular education environment.
2. Participate in the IEP team process to develop, review, evaluate, and implement Individual Education Programs (IEP) for students with disabilities.
3. Inform regular education teachers of IEP if applicable.
4. Monitor and evaluate students work and progress based on tests, reports, work samples and observations and keeps appropriate records and prepares progress reports
5. Assist with diagnosis (testing/evaluation) and writes related reports.
6. Develop a treatment plan to outline the specific occupational therapy intervention that will assist the child in meeting the goals and objectives.
7. Identify pupil needs and makes appropriate referrals to and participates in CARE Team and develops and implements strategies for IEPs and 504 plans.
8. Order and maintain an inventory of equipment.
9. Provide qualitative and quantitative feedback to students and parents, participates in parent/teacher conferences, and open houses.
10. Provide training to the appropriate person to carry over therapy goals in the school setting.
11. Establish and maintains standards of pupil behavior to achieve an effective and safe learning environment.
12. Set-up, maintain and clean treatment areas and occupational therapy equipment.
13. Participate in building, content area, and grade level meetings as required.

14. Attend meetings and conferences and participates in other activities to promote professional growth.
15. Act as an advocate for the student with special education staff, regular education staff, supervisors, administrators, community resources, and parents.
16. Supervise Certified Occupational Therapy Assistant

OTHER FUNCTIONS:

1. Perform other duties as assigned by principal and Director of Special Education.
2. Promote a positive image of the District at all times.

Adopted: October 2006