



## **Special Education - Occupational Therapist**

**Department:** Special Education

**Contract:** 186 Days

**Supervisor:** Building Principal; Spec Ed Supervisor

**Status:** Exempt

### **Position Overview & Responsibilities**

Provides direct Occupational Therapy services to students and consultation services to staff and parents.

Responsible for developing and providing specialized, research-based support and instruction to meet the unique needs of students with disabilities. Also responsible for evaluating and assessing student progress against instructional objectives and following state mandated due process procedures and functions.

- Screens and/or evaluates students who have been referred to occupational therapy in the areas of fine motor coordination, perceptual motor control, sensory integration, and activities of daily living with emphasis on specific lags and pathological responses as related to academic functioning.
- Consults with teachers and parents regarding appropriate motor activities, self-help skills and special equipment or assistive devices, as necessary.
- Provides direct consultation or indirect occupational therapy for selected students who qualify for such services.
- Participates in designated team meetings, individual education plan conferences, and periodic reviews involved with assessment, programming, and reevaluation decisions.
- Writes and implements individual student goals and objectives and evaluates student performance according to the goals and objectives on Individual Educational Plan (IEP).
- Provides direction, supervision, and evaluative feedback of paraprofessionals as directed.
- Develops and provides formal and informal in-service programs for teachers and parents regarding occupational therapy.
- Maintains required student records and completes all district and state reporting requirements.
- Maintains contact and communications with parents of students and works with them in the development of each student.
- Orders and maintains equipment. Designs and constructs adaptive equipment and assistive devices.
- Acts as liaison between school district and community agencies, physicians, and hospitals as needed to provide continuity of care for students.



- Understands and is able to implement due process guidelines following state and federal rules, regulations, and District policies including applicable deadlines.
- Attends meetings, workshops, and training as directed by the supervisor.
- Performs other related duties as assigned.

### **Requirements & Qualifications**

Bachelor's Degree in Occupational Therapy and licensed as required by the State of Minnesota board of teaching. Registered through American Occupational Therapy Certification Board, Inc. Specific content knowledge, training, or job experience required before appointment.

### **Assignments**

Special education staff work by district assignment and may be moved between buildings, and/or programs based on student needs, location of certain programs, student count(s), and applicable licensure.

### **Equal Employment Opportunity Employer**

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.