

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Occupational Therapist

**DATE:** May 21, 2003

**REVISED:** August 13, 2014

**REPORTS TO:** Supervisor of Special Education **APPROVED BY:** Board of Directors

**JOB SUMMARY:** Provide educationally based occupational therapy to children ages three to 21 in the Early Intervention Preschool programs and the public school districts served by Midwestern Intermediate Unit IV.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Evaluate students to determine specific occupational therapy strengths and needs in order to promote functional skills and independence within an educational environment.
2. Develop and monitor implementation of appropriate classroom positioning/handling programs, sensory diets/routines and adaptations.
3. Facilitate development of skills as they relate to a child's educational programming.
4. Consult, collaborate and train other team members in order to develop a comprehensive program.
5. Collaborate and consult with other team members to determine need, type and use of assistive technology and/or equipment.
6. Evaluate environmental accessibility, recommend modifications and facilitate as needed.
7. Consult with team members and educational personnel pertaining to the student's needs and program implementation.
8. Provide direct and consultative occupational therapy with parent/guardian and school district personnel and/or agencies.
9. Function as a related service provider.
10. Provide personal transportation assistance for students as dictated by the Individualized Education Program (IEP), authorized by the parent/guardian, and approved by the program supervisor.
11. Maintain appropriate student documentation and paperwork as required.
12. Perform other duties as assigned by the Supervisor of Special Education.

**QUALIFICATIONS:**

- Master's degree in Occupational Therapy is required
- Valid PA Licensed Occupational Therapist required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)

- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending, kneeling, and twisting of the body required
- Ability to lift and/or carry supplies weighing no more than 50 lbs.
- Ability to mostly walk/move and stand with some sitting
- Ability to perform all aspects of Safety Mechanics

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*