



JOB DESCRIPTION

Job Title	Occupational Therapist
Department	Student Services
Reports To	Director of Special Education
Classification	Certified
Location	Elementary and Secondary Schools
Salary	On Schedule
Length of Contract	189 days

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

Provides school-based occupational therapy services, as needed to students with an exceptional education label, in order to facilitate each student’s education in the least restrictive environment.

Essential Job Functions

- Complete evaluations for referred students
- Provide written documentation of students’ evaluation performance
- Develop Individual Education Plans and treatment plans for special education students
- Implement therapy plans through direct and indirect service delivery models
- Document student progress as indicated by IEP
- Complete documentation and billing as indicated by Medicaid (School-Based Service)
- Participate in collaborative team meetings/parent meetings
- Participate in department meetings and in-services
- Assist in equipment procurement and budget development
- Provide in-service training for educational staff and parents
- Supervise university students in clinical rotations

Ancillary Job Functions

- Attends staff collaboration meetings and performs administrative tasks as needed.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Bachelor’s degree in occupational therapy.
- Possession or eligibility for a Wisconsin Department of Public Instruction license #O051 as an Occupational Therapist
- Possession or eligibility for a National Board for Certification in Occupational Therapy Registration.

- Wisconsin DSPS / DRL Occupational Therapist License.
- Valid driver's license.
- NCI certified or must obtain certification as soon as practical after hire.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Master's degree in occupational therapy.

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Excellent communication skills and ability to interact effectively.
- Ability to work effectively with others.
- Knowledge of developmental stages.
- Ability to work independently and as part of a team.
- Ability to maintain confidentiality.
- Ability to be flexible and problem solve.
- Strong background in behavior management.
- Ability to provide engaging instruction to students with varying needs.
- Demonstrates an understanding and use of differentiation in educational practices to address the achievement gaps.
- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal classroom environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Frequently required to talk and hear.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to reach and stoop/kneel/crouch.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.