



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Occupational Therapist
Department / Location:	School Building
Reports to:	Building Principal and Director of Student Services
Employees Supervised:	None
Classification:	School year
Status:	Exempt
Created / Revised:	September 2025
Board Approved:	November 11, 2025

Position Summary

Under the direction of the Building Principal and Director of Student Services, the Occupational Therapist provides school-based therapy services to students as needed to facilitate each student's education in the least restrictive environment.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide direct and indirect occupational therapy services as specified in each student's Individualized Education Program (IEP).
2. Plan, implement and monitor activities that allow students to access and benefit from their specialized instruction. The focus of these services includes, but is not limited to: academic performance, fine and gross motor functioning, positioning, daily living skills, play/leisure skills, work skills, and activities related to regulation.
3. Assess and recommend adaptations to the environment and tasks to allow students to independently access and benefit from their program of specialized instruction.
4. Provide clinical direction to Certified Occupational Therapy Assistant (COTA).
5. Provide training to special education assistants and other staff, as appropriate, in areas of expertise and best practices to enhance the student's physical, motor and sensory functioning.
6. Consult with teachers, school administration, parents, medical, and other community

providers, as appropriate, regarding students' physical, motor and sensory development.

7. Coordinate the delivery of occupational therapy services with classroom teachers, special education staff and other providers to ensure consistency and equity in providing comprehensive special education services to students.
8. Assess the motor, visual-motor and sensory-motor functioning of students referred for special education evaluation, and assist in determining the need for occupational therapy services.
9. Maintain an accurate record and documentation of therapy sessions, consultations and other pertinent activities.
10. Complete billing accurately and in a timely manner, ensuring compliance with reimbursement policies.
11. Maintain appropriate certifications and training hours as required.
12. Comply with applicable district, state, local and federal laws, rules and regulations.
13. Attend work per contracted hours.
14. Perform other duties as assigned.

Additional Job Functions

1. Attend staff meetings and serve on committees as requested and relevant.
2. Maintain knowledge of software and equipment used to perform duties, such as student information systems, word processing, database, spreadsheets, e-mail, and office equipment.
3. Know, understand and follow applicable safety policies and procedures, including but not limited to: proper lifting techniques, awareness of eye strain, use of proper wrist support when keyboarding for extended periods of time and office ergonomics.
4. Flexibility for travel between multiple school sites may be required based on student needs.

Knowledge, Skills and Abilities

1. Working knowledge of the principles, practices and ethical standards of Occupational Therapy.
2. Working knowledge of relevant state and federal laws, rules and regulations and of applicable district policies and procedures.
3. Ability to communicate effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems.
4. Ability to consult with school personnel and provide education in developing and implementing effective occupational therapy interventions for students.
5. Understanding of basic office equipment and software used by the district in maintaining records and files (i.e. word processing software, student record databases).
6. Knowledge of instructional technologies and software, equipment, tools and devices used in presenting instruction, documenting assessments, and tracking student progress.
7. Excellent verbal and written communication skills.
8. Knowledge of assessments and clinical judgement to best evaluate student participation and independence.
9. Understanding of the scope of occupational therapy practitioners in the state of Wisconsin, per WI DPI

Working Conditions

1. Classrooms, school environment, homes, alternative settings, community sites.
2. Within school: special education, classroom, small group instruction, therapy space, etc. depending on student needs and access to the curriculum.

Physical Requirements

1. Must be able to sit or stand for prolonged periods.
2. Must be able to perform light physical work, occasionally lifting up to 30 pounds without assistance in an indoor setting.
3. Must be able to move throughout the building and from building to building.
4. Must be able to reach in all directions and bend/stoop to store and retrieve files, use telephone, calculator, computer and other office equipment.
5. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
6. Must be able to converse with administrators, staff, parents, and the public, and must be able to exchange accurate information with such individuals.
7. Must be able to review written materials in print and electronic formats.
8. Must be able to complete job duties in an environment where background noise and frequent interruptions are the norm.

Education and Experience

1. Previous experience working as an Occupational Therapist preferred.

Licenses and Certifications

1. Valid Wisconsin Department of Public Instruction Occupational Therapy license (O051) or eligibility to obtain appropriate license upon hire required.
2. Successful completion of National Board Certification in Occupational Therapy examination to receive designation of "OTR".
3. Valid Wisconsin Department of Safety and Professional Services

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.