



## City of St. Charles School District

# OCCUPATIONAL THERAPIST

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| Reports to:          | Building Principal/Director of Special Education   |
| Classification:      | Classified   |
| FLSA Status:         | Exempt   |
| Terms of Employment: | To be established by the Board of Education annually   |
| Evaluation:          | Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy |
| Compensation:        | Reviewed and established annually by the Board of Education  |

### **JOB SUMMARY:**

The Occupational Therapist evaluates students to determine their functional levels, identifies special needs, and plans/implements treatments to enhance school performance.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.***

- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Complies with State Law and District policies and regulations.
- Identifies pupil needs and develops strategies for individual education plans.
- Provides training to the appropriate persons to carry over therapy goals in the school setting.
- Plans and implements therapeutic activities to assist students to benefit from their educational experiences.
- Assists and guides teachers in observing, describing, and referring suspected and identified impairments.
- Assists in proper referrals of individuals to agencies and specialist in the community.
- Implements the requirements of the IEP.
- Provides a thorough assessment and diagnosis of impairments.
- Maintains accurate files and paperwork for the individual students referred, screened and/or receiving therapy or other school-provided services.
- Assumes responsibility for requisitioning and maintaining needed equipment and supplies.
- Assumes responsibility for the annual budget.

### **SUPERVISORY RESPONSIBILITIES:**

None

### **QUALIFICATIONS REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

- Degree(s) required in major area of study
- Certificate, license or other legal credential required.

**COMMUNICATION SKILLS:**

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence, and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry that are directly related to the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on district and school objectives and the needs and abilities of students to whom assigned.
- Ability to establish and maintain effective relationships with student, peers, and parents.
- Excellent oral and written communication skills
- Ability to perform duties in full compliance with district requirements and School Board policies.

**PHYSICAL DEMANDS:**

*The physical demands described here 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 the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift a minimum of 50 lbs. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to moderate. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Occupational Therapist  
Revised SY 2004-2005