

LAKEVILLE AREA PUBLIC SCHOOLS

POSITION DESCRIPTION

POSITION TITLE: Occupational Therapist

DEPARTMENT/BUILDING: Special Education

**TITLE OF IMMEDIATE SUPERVISOR:
Building Principal, Director of Special Education**

LOCATOR:

**POSITION CLASSIFICATION:
(Office Use Only)**

**BARGAINING UNIT:
Education Minnesota Lakeville**

POSITION SUMMARY: Occupational therapist's (OT) provide services to children with exceptional educational needs and consult with and educate educational staff and/or caregivers in order to enhance a student's ability to adapt and perform successfully within their educational environment. The OT works to improve, develop, restore, or maintain a child's active participation in educational environments. Consistent with state and federal law, the school occupational therapist is a primary or related service provider for the birth-2 year population and a related service for the 3-21 year population.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position include, but are not limited to, the following fundamental duties:

1. Provides screening, assessment, program development, and therapy to special education students birth-21 years of age.
2. Consults with caregivers, teachers, other school personnel, students and outside agencies regarding interventions, accommodation and strategies.
3. Review referrals to determine the appropriateness and or need for evaluation by an occupational therapist.
4. Participate in student evaluation and IEP or IFSP meetings.
5. Participates in the formulation of goals and objectives based on evaluation results and communicates progress toward achievement of these goals.
6. Develops treatment plans and provides direct and indirect occupational therapy services to students in individual, group, or home settings. The focus of these services may include but are not limited to a child's activities in daily living, work and productive activities, play or leisure activities, sensory processing performance, fine and gross motor performance, assistive technology. These services also help support cognitive performance and social-emotional performance.
7. Organizes, selects and implements activities for caseload of students to enhance skill development in a group or one-on-one setting.
8. Lifts, transfers and positions children and equipment as necessary.
9. Educates and trains caregivers and educational staff on safe use of equipment, transfers, and positioning of students. Also, educates caregivers and educational staff on safe and proper body mechanics to assist in prevention of injury.
10. Works and communicates effectively with students, parents, caregivers, school staff, and outside agencies.
11. Consults with teachers, other school personnel, caregivers, students, and outside agencies while strictly adhering to data privacy practices.
12. Provides the IEP or IFSP team and families/caregivers, with outside agencies and resources.
13. Knows and understands federal and state criteria for providing occupational therapy.

14. Knows and complies with state due process procedures and timelines while maintaining appropriate documentation for student's special education files.
15. Maintains records in accordance with state guidelines and school policies.
16. Performs other duties as assigned by administration.
17. Participates in Third Party Billing process required of school districts by Minnesota State Law.
18. Supports student growth in their knowledge, understanding, and acceptance of diversity.
19. Provides for the care, welfare, safety and security of all students.
20. Performs other duties as assigned by administration.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Supervises occupational therapy assistants and/or occupational therapy students.
2. Provides formal and informal in-services to students, staff and caregivers.
3. Attends workshops, in-services, or seminars to continue career growth.
4. Attends occupational therapy staff meetings.
5. Evaluates and makes recommendations for the purchase of needed adaptive equipment.
6. Orders, maintains, and adapts student equipment and/or materials as needed.
7. Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.

POSITION QUALIFICATIONS (Specific training or job experience required before appointment):

1. Licensed in Occupational Therapy by Minnesota Department of Health
2. Certification from National Board for Certification in Occupational Therapy
3. Current and valid driver's license.
4. Reliable vehicle for travel to a variety of locations within the district.
5. Use of fingers and hands and the ability to stand, walk, reach, climb, kneel, crawl, push, lift and sit.
6. Ability to regularly lift and/or move 50-100 pounds and occasionally lift and/or move greater than 100 pounds.
7. Functional vision and hearing.
8. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DATE: August 2006