

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Occupational Therapist	Department: Student Services
Immediate Supervisor's Position Title: Director of Student Services	FLSA Status: Exempt
Band/Grade/Subgrade: D-6-3	Bargaining Unit: NEA
Job Summary: Under the direction of the Director of Student Services, the Registered Occupational Therapist provides services to students with disabilities, ages birth to 21, in order for them to benefit from their program of special education instruction.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides direct and indirect occupational therapy services as specified in each students' Individual Education Program (IEP) plan.
Percent of Time:	50%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Plans, implements and monitors 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 sensory-motor activities. • Assesses and makes environmental and other adaptations to allow students to access and benefit from their program of specialized instruction. • Provides clinical direction to Certified Occupational Therapy Assistants (COTA). • Provides training to special education paraprofessionals, and others as appropriate, in carrying out day-to-day activities designed to enhance the student's physical, motor and sensory functioning. • Maintains an inventory of District OT assistive equipment. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Consults with teachers, school administration, parents and others, as appropriate, regarding students' physical, motor and sensory development.
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Consults with school staff, administration and parents in improving students' motor and sensory-motor functioning. • Collaborates with school staff and/or parents in developing, implementing, evaluating and maintaining occupational 		

- therapy interventions.
- Consults and collaborates with medical and other community providers, as appropriate.

Duty/Responsibility No:	3	Statement of duty/responsibility: Functions as a member of the special education team in providing special education services to students with disabilities.
Percent of Time:	40%	

- Tasks involved in fulfilling above duty/responsibility:**
- Coordinates the delivery of occupational therapy services with classroom teachers, special education staff and other providers to ensure continuity and consistency in providing comprehensive special education services to students.
 - Assesses the motor, visual-motor and sensory-motor functioning of students referred for special education evaluation. Helps determine the need for occupational therapy services.
 - Maintains an accurate record of therapy sessions, consultations and other pertinent activities.

Duty/Responsibility No:	4	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as apparent or assigned.
Percent of Time:	5%	

- Tasks involved in fulfilling above duty/responsibility:**
- Attends training sessions, conferences, seminars, department and district meetings.
 - Serves on District committees, task forces, work groups, etc., as requested.
 - Keeps abreast of changing developments, trends, instructional and educational technologies.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
less than high school diploma		Bachelor's or Master's Degree		
High school diploma or GED.		Major field of study or degree emphasis: Occupational Therapy from a school accredited by the American Occupational Therapy Association.		
1 year college				2 years college
3 years college	x			4 years college
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:		
2nd year graduate level				
		<ul style="list-style-type: none"> • Working knowledge of the principals, practices and 		

Doctorate level	<p>ethical standards of Occupational Therapy; relevant state and federal laws, rules and regulations; and applicable district policies and procedures.</p> <ul style="list-style-type: none"> • Ability to deal effectively and appropriately with students, parents and other educational professionals regarding student concerns and problems. • Ability to consult with school personnel in developing and implementing effective occupational therapy interventions for students. • The skill and ability to communicate - both orally and in writing.
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Required Work Experience in Addition to Formal Education/Training:

Required Supervisory Experience:

LICENSE/ CERTIFICATION	<p>Identify licenses/certification required upon hiring: Licensed as an Occupational Therapist by the MN Board of Occupational Therapy</p>
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Ability to communicate ideas clearly and concisely, both verbally and in writing. • Ability to transport self between and among school sites throughout the District, and to students' homes, as necessary. • Basic computer literacy - word processing, data entry.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	COTA	2
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Special Education Paraprofessionals	Total: 12

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
_____	_____
Signature – Department Head	Date
_____	_____
Signature – Human Resources	Date
Classification History:	