

ATTACHMENT VIII-D

ATTACHMENT VIII-D:	Occupational Therapist Job Description
Suggested Motion:	Approve the Occupational Therapist Job Description
Recommended Action:	Approve as presented

North Boone provides Occupational Therapy (OT) services to children who have needs that are identified as part of their individual education plan. Occupational Therapist have specific knowledge and expertise to appropriately address student needs in the area of fine motor and sensory processing. In the past North Boone has contracted this service through Northwest Illinois Association (NIA). For the past two years North Boone has contracted 180 days of occupational therapy services from NIA. It is being proposed that North Boone hire their own occupational therapist instead of contracting the service through NIA. By hiring our own OT the district could potentially save \$13,000 in the first year. In addition to the potential cost savings, North Boone would have local control over the services provided to the students.

North Boone

Community Unit School District 200

Job Description-Faculty (DRAFT)

Position/Title: Occupational Therapist

Reports to: Director of Special Education and building Principal

Qualifications

1. Valid Illinois State Licensure
2. Successful experience as an occupational therapist or experience in the assignment in question within the previous three years.
3. Strong instructional, organizational and interpersonal skills.

General Responsibilities: The Occupational Therapist uses their expertise to help children prepare for and perform important learning and school-related activities to fulfill their role as a student. Occupational therapist support academic and non-academic outcomes such as social skills, math, reading and writing, behavior management, participation in sports, self-help skills, and prevocational/vocational skills for students age 3 to 21. In collaboration with staff, families, students, and communities the school Occupational Therapist promotes effective educational environments.

Duties:

1. Conduct occupational therapy assessment and interpret results for students and participate in IEP conferences, team meetings, and problem-solving meetings.
2. Provide relevant and useful recommendation based on assessment consistent with school programs.
3. Complete assessment; provide written report of test results, interpretation of these results and any appropriate recommendations within designated time frame.
4. Organizes time, resources, and workload in order to meet responsibilities and identified building needs.
5. Develops treatment plans, interventions, and/or educational materials from the IEP for the purpose of remediating student's motor skill deficits and ensuring compliance with regulatory requirements.
6. Collaborate with other disciplines to ensure team understating of student occupational performance strengths and needs, through evaluation, educational program planning, and service delivery.
7. Prepares timely and accurate reports and data including to Medicaid.
8. Provide and/or assist in professional development for staff, parents, and/or community.
9. Proficiently use technology to communicate, compile reports, and collect data.
10. Participate in building or program activities and meetings as appropriate.
11. Demonstrates confidentiality in relationships.

12. Works in cooperation with building principals, supervisors, and staff members to implement appropriate services.
13. Abide by the Teacher Expectations and Responsibilities outlined in the North Boone CUSD Teacher Handbook.
14. Assume other duties and special projects as assigned.