



## **JOB DESCRIPTION**

**Title:** Occupational Therapist - ESY

**Reports To:** ESY Site Manager

**Job Goal:** Provide quality occupational therapy services, including assessment, intervention, program planning and implementation, discharge planning and communication. Service provision is consultative.

### **Qualifications:**

1. Initial certification by the NBCOT (National Board for Certification in Occupational Therapy)
2. Illinois State Occupational Therapy license from Department of Professional Regulations
3. Strong management, written and interpersonal communication skills
4. Ability to work independently and seek appropriate resources and support
5. Have knowledge and understanding of the Occupational Therapy Practice Framework
6. Function according to the AOTA *Code of Ethics (AOTA, 1988)* and *Standards of Practice (AOTA, 1992)*
7. Have knowledge of basic theory-based treatments and modalities appropriate in the educational setting including current evidence-based research
8. Understand special education process and the role of the occupational therapist to provide a continuum of services

### **Duties and Responsibilities:**

1. Identify and utilize appropriate tools and methods for assessment/evaluation
2. Develop intervention plans including present level of performance, measurable goals, appropriate therapeutic priorities and methods to achieve stated goals
3. Implement the intervention plan directly or in collaboration with other team members
4. Adapt environment, tools, materials and activities according to the need of the student, providing clear directions to team
5. Embed appropriate interventions and strategies into naturally occurring routines and activities of the student's school day, providing clear directions to ensure carryover into student day and safe physical management of student
6. Reassess the effectiveness of therapeutic interventions and strategies, modifying plan as needed
7. Use report cards and annual review documents to communicate student progress, therapeutic methods and their effectiveness
8. Write reports effectively, communicating the critical information succinctly and thoroughly
9. Use appropriate data collection instrument(s) and methods to accurately gather information needed to determine student progress and response to interventions
10. Follow policies and procedures required in the setting

11. Manage resources (time/space/equipment) to meet needs of student and/or team
12. Demonstrate timely and consistent follow-through with paperwork, referrals, reports, logs, and other team requests/needs
13. Organize and manage schedule to meet the needs of students and building/program teams.  
Be on time for workday and meetings
14. Establish and maintain effective interpersonal relationships with professionals and paraprofessionals demonstrating professional behavior at all times.
15. Establish a climate enabling students to work efficiently

**Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**

**Terms of Employment:** ESY calendar at compensation set by the SASSED Board of Control.

**Evaluation:** Performance will be evaluated.