

## POSITION DESCRIPTION

<b>TITLE:</b>	Occupational Therapist	<b>SUPERVISOR:</b>	Director of Special Education
<b>DEPARTMENT:</b>	Special Education	<b>CLASSIFICATION:</b>	Certified

### I. **Accountability Objectives:**

Provides school-based occupational therapy services, as needed to students with an exceptional education label, in order to facilitate each student's education in the least restrictive environment.

### II. **Position Characteristics:**

Salary: To Be Determined

Length of Contract: 188 Days

### III. **Position Relationships:**

Reports to: Director of Special Education

Coordinates with: Director of Special Education; building principals; instructional and support staff; public/school nurses; physicians; parents and community resource people

Type of Coordination: Share information and provide guidance, feedback and schedules

Supervises: Individual programs

### IV. **Position Qualifications:**

#### A. Required Qualifications:

Possession or eligibility for a National Board for Certification in Occupational Therapy Registration; possession or eligibility for a Wisconsin Department of Public Instruction license #812 as an Occupational Therapist; possession of a valid driver's license; and interest in working with students in a public school setting.

#### B. Special Requirements:

Maintains professional credentials through Wisconsin Department of Regulation and Licensing and Wisconsin Department of Public Instruction. Membership in the American Occupational Therapy Association is encouraged.

### V. **Position Responsibilities:**

- Complete evaluations for referred students
- Provide written documentation of students' evaluation performance
- Aid in developing Individual Education Plans and create treatment plans for special education students
- Implement therapy plans through direct and indirect service delivery models
- Document student progress as indicated by IEP
- Complete documentation and billing as indicated by Medicaid (School-Based Service)
- Participate in collaborative team meetings/parent meetings
- Participate in department meetings and in-services
- Assist in equipment procurement and budget development
- Provide in-service training for educational staff and parents as needed