

School District of Altoona

TITLE: Occupational Therapist

JOB ANALYSIS: The Occupational Therapist 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.

REPORTS TO: Director of Special Education and Pupil Services

DUTIES AND RESPONSIBILITIES: The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive.

- Complete evaluations for referred students
- Provide written documentation of students' evaluation performance
- Develop Individual Education Plans and 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
- Supervise university students in clinical rotations

QUALIFICATIONS:

- Possession or eligibility for a National Board for Certification in Occupational Therapy Registration
- Possession of, or eligibility for a Wisconsin license (812) as a Occupational Therapist
- Valid Driver's License
- Interest in working with students in a public school setting
- Experience working with students with Autism preferred
- Maintains professional credentials through the Wisconsin Department of Regulations and Licensing and Wisconsin Department of Public Instruction

PERSONAL/PHYSICAL ATTRIBUTES REQUIRED:

- Ability to meet district standards for physical and mental health
- Above-average recommendations from supervisors and other professionals who have observed the characteristics, scholastic achievement and performance of the individual
- Ability to communicate verbally and in writing with students, staff and parents
- Must be organized and able to work with detailed records
- Must be flexible and able to respond to changing needs of students

ADOPTED: 04/21/14