

## Occupational Therapist

**QUALIFICATIONS:**

1. Wisconsin Department of Public Instruction Occupational Therapy 812 License
2. Masters Degree/Bachelors Degree
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
4. Certified by the Occupational Therapy Certification Board (OTCB)

**REPORTS TO:** Director of Student Services

**SUPERVISES:** Certified Occupational Therapy Assistants  
Therapy Clerical Aide

**JOB GOAL:** To assess, plan, and develop goals leading to appropriate intervention services to enhance the student's potential for learning; to assist the student in acquiring those functional performance skills needed to participate in and benefit from the educational environment; and to help the student function independently.

**PERFORMANCE RESPONSIBILITIES:**

1. Carries out assessment and evaluation procedures for handicapped students;
2. Plans and develops therapeutic intervention goals that are educationally relevant and will be used in students' educational programs;
3. Carries out therapeutic treatment programs utilizing neurodevelopmental, multi-sensory, and other appropriate approaches;
4. Establishes a system of documentation that is professional, efficient, and accountable and that conforms to state and individual agency policy;
5. Maintains and is accountable for the therapy budget, inventory, and equipment;

6. Communicates results of evaluations and reports of occupational therapy services to the educational staff, parents, students, and, when appropriate, other professionals and agencies concerned with the students;
7. Attends staffings and other school meetings when appropriate;
8. Facilitates inservice education and professional development for related service/occupational therapy staff;
9. Professionally supervises and monitors the job performance of any assigned occupational therapy assistants and aides;
10. Monitors the occupational therapy program goals by teaching and supervising other professionals and paraprofessionals who are involved with the implementation of the intervention procedures;
11. Provides consultation to the educational system regarding student needs, professional needs, and system needs in order for the system to achieve its goals and objectives.
12. Provides reassessments of students focusing on areas of need at intervals determined to be educationally relevant;
13. Communicates the needs of the occupational therapy program to the appropriate supervising school administrator;
14. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board Policy on Evaluation of Professional Personnel.