

**ARLINGTON HEIGHTS SCHOOL DISTRICT 25**  
**1200 South Dunton Avenue**  
**Arlington Heights, Illinois 60005-3122**

**Job Description**  
**Occupational Therapist**

**Purpose:**

The job of Occupational Therapist was established for the purpose(s) of assessing students' functional physical development level, planning and implementing appropriate treatment to meet individual student objectives, identifying architectural barriers and providing recommendations for accessibility, program development and student placement in various school locations as needed.

**Essential Functions:**

- Administers occupational therapy procedures and modalities for the purpose of achieving IEP/504 plan objectives.
- Assesses students' fine motor skills, sensory processing skills, and functional abilities (e.g. perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining program eligibility and developing recommendations for treatment, appropriate assistive devices and/or school placement.
- Collaborates with a variety of groups and/or individuals (e.g. parents, teachers, physicians, administration, maintenance personnel, team members, other professionals, etc.) for the purpose of communicating information, resolving issues and providing services in compliance with established guidelines.
- Consults with teachers, parents, other personnel and/or outside professionals for the purpose of providing requested information, developing plans for services, making recommendations and/or coordinating occupational therapy services with those of other disciplines.
- Develops treatment plans, interventions and/or educational materials for the purpose of remediating students' motor skill deficits and ensuring compliance with regulatory requirements.
- Identifies structural issues for the purpose of removing barriers for students with physical limitations and/or identifying appropriate assistive technology.
- Instructs students and staff for the purpose of providing information on medical/behavioral attributes, use of assistive devices and/or implementing plans for remediation of functional limitations.
- Interprets medical reports for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
- Maintains files and/or records (e.g. progress reports, activity logs, billing information, treatment plans, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
- Participates in meetings, workshops, and seminars (e.g. training, IEP's, team meetings, etc.) for the purpose of conveying and/or gathering information.
- Performs site visits at multiple sites including home visits for the purpose of providing direct therapy interventions and assistance as required
- Prepares a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, Medicaid billings, reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides direct occupational therapy service for the purpose of developing students daily living skills in compliance with established goals and objectives.
- Researches resources and methods (e.g. intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach for addressing students' functional goals.
- Travels to various work sites as needed to provide consultative services, direct therapy, etc. for the purpose of occupational therapy services to students.

### **Other Functions:**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Responds to inquiries (e.g. parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate.
- Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.

### **Job Requirements:**

Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating equipment used in occupational therapy strategies; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: age appropriate activities; concepts of grammar and punctuation; health standards and hazards; safety practices and procedures; stages of child development; abnormal development and medical diagnoses related to special education funding categories; current OT treatment interventions; and pertinent policies, regulations and/or laws.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

### **Working Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

### **Performance Responsibilities:**

- Serve as a member of an IEP team to screen, diagnose, and to determine eligibility for occupational therapy services for the child;
- Complete all required components of the occupational therapy case study evaluation;
- Enhance student mobility and participation in educational activities by increasing strength, accuracy, and speed;
- Improve manipulative skills for self-care and paper/pencil tasks through reach, grasp, and dexterity;
- Enhance comfort, participation, and attending by maintaining functional postures;
- Increase functional use of hands and visual regard by providing stable positions;
- Ensure independence in feeding and oral motor skills for safety and nourishment;
- Facilitate safety in the school environment by decreasing the possibility of injury to student's self or others as he/she moves or performs skills/tasks;
- Improve success for fine motor school tasks by increasing coordination of eye-hand movements;
- Increase functional use of extremities through adapted equipment;
- Enhance ability to learn through sensorimotor activities that address motor planning, attending, and behavior issues;
- Facilitate student's independence through access to assistive technology;
- Perform consultative and/or resource services to parents, classroom teachers, and other professional personnel; and

- Be responsible for all aspects of budgeting, purchasing, and program planning within the occupational therapy budget.

**License:**

Valid license to practice occupational therapy as defined in the Illinois Occupational Practice Act  
Valid driving license

**Certifications:**

Valid CPR Certification  
CPI Certification

**FLSA Status:** Exempt