

## **JOB DESCRIPTION**

BAND	GRADE	SUBGRADE	WORKING CONDITIONS	
С	5	1		
IOD TITLE				601

JOB TITLE CONTRACT REFERENCE

Registered Occupational Therapist

Fridley Education Association Master Agreement

# TITLE OF IMMEDIATE SUPERVISOR

**VERSION DATE** 

**Director of Special Services** 

January 2007

**JOB SUMMARY** The Occupational Therapist strives to bring about positive changes in handicapped students' growth and development in order to increase their independent functioning and performance abilities with life/educational tasks.

# TASK NO.

	The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Evaluating students with suspected educational handicaps to specify need for and goals			
	of an occupational therapy intervention program.			
2.	Consulting with Registered Physical Therapist (PT) for advice on implementation of PT			
	program.			
3.	Participating in educational program planning for individual students to coordinate			
	occupational therapy goals and program plans with the total educational program (CST).			
4.	Implementing an intervention program to facilitate an individual's optimum functioning			
	and enhance the student's ability to learn and develop.			
5.	Implementing a physical therapy program under the direction of the district's physical			
	therapy consultant.			
6.	Consulting with school personnel and parents regarding services provided by			
	occupational therapy and as to an individual child's progress.			
7.	Maintaining an inventory of materials and assessment instruments and ordering new			
	supplies when necessary.			
8.	Compiling and maintaining pertinent records.			
9.	Orienting each student's new teacher prior to the beginning of each school year.			
10.	Attending parent meetings, special meeting for in-service training, special education			
	director/principal directed meetings, or any meetings deemed necessary.			

**QUALIFICATIONS** (Specific training or job experience required before appointment)

• Minnesota Occupational Therapy License

**JOB TITLE** 

**CONTRACT REFERENCE** 

**Occupational Therapist** 

Fridley Education Association Master Agreement

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# **ORGANIZATIONAL RELATIONSHIPS**



**SYMBOLS** 

DIRECT SUPERVISION INDIRECT SUPERVISION WORK DIRECTION ADVISE/INFORM

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## **PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employee must frequently lift and/or move 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.