

POSITION DESCRIPTION

TITLE:	Occupational Therapist	SUPERVISOR:	Director of Student Services & Special Education
DEPARTMENT:	Division of Teaching & Learning	CLASSIFICATION:	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: On Schedule
Length of Contract: 189 Days

III. Position Relationships:

Reports to: Director of Student Services & Special Education

IV. Position Qualifications:

A. 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 #0051 as an Occupational Therapist; possession of a valid driver's license; successful completion of a medical, physical, and lifting/back assessment; and interest in working with students in a public school setting.
NCI certified or must obtain certifications as soon as practical after hire.

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
- 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

*Eau Claire Area School District
500 Main Street, Eau Claire, Wisconsin 54701
(715) 852-3000 Fax (715) 852-3004*

New:

Revised: 04/2007, 02/2011, 01/2018

Location: R:\Position Descriptions\Certified\Occupational Therapist.doc

POSITION DESCRIPTION