

NORTH EAST SCHOOL DIVISION # 200



JOB DESCRIPTION

POSITION TITLE: Occupational Therapist

REPORTS TO: Directly: Coordinator of Learning
Indirectly: Superintendent of Learning

Purpose:

The Occupational Therapist (OT) supports student's abilities to carry out daily living skills in the areas of self-care, productivity and leisure through specialized support for students with intensive needs. This is completed through a focus on "goodness of fit" between student and their classroom environment. It will include: assessments, program development, program implementation and monitoring student progress.

Required Education, Knowledge, Qualifications and Experience:

- A Master's Degree in Occupational Therapy
- A minimum of 1 year experience as an Occupational Therapist or equivalent would be an asset
- Licensed and maintain membership through the Saskatchewan Society of Occupational Therapists or hold a Level 3 or 4 restricted license membership.
- Possess a current and valid Driver's License
- Experience working in the learning sector within a collaborative-consultative model would be an asset
- Proficiency in the operation of computers, word processing applications and additional software comparable to those currently used in the school division.

Required Skills and Abilities:

- Ability to maintain strict confidentiality
- Ability to work as a team player
- Ability to prioritize multiple demands and effectively manage time
- Ability to establish a strong rapport with students, families and school personnel
- Ability to manage high stress situations
- Ability to handle physically/emotionally demanding children
- Excellent interpersonal skills
- Effective communication and presentation skills
- Ability to write reports requiring meaningful interpretations of data, accuracy, readability and editorial correctness
- A positive attitude and work ethic
- Effective organizational and record keeping skills

Supervision of Other Staff

This position does not involve the direct supervision of staff.

Duties and Responsibilities:

Without restricting the generality of the purpose above, the OT shall perform such duties and responsibilities as may be assigned including but not restricted to the following:

- Participate as an active member of the Student Support Services team in carrying out the NESD vision and mission
- Respond to student needs as outlined in the NESD Response to Instruction (RtI) service delivery model
- Provide informal consultation when appropriate to classroom teachers during Cycle 1 in the RtI process
- Using best practices through an inclusive process, assess students within their educational setting to evaluate strengths, needs and areas for intervention
- Provide ongoing assessment and intervention through purposeful therapeutic activities that optimize the student's ability to function in educational, home and community environments.
- Provide reports to parents and school division personnel for students assessed and/or receiving services as required
- Manage caseload regarding student status
- Communicate with parents, administrators, Diversity Education Teachers and teachers in post-assessment conferences regarding assessments and recommendations for programming
- Participate in IIP and school based team meetings as required
- Demonstrate knowledge of proper use and care for materials, supplies and equipment employed in performing services as an occupational therapist
- Consult with required personnel and/or parents to provide appropriate follow up for students
- Provide workshops and in-service in the areas of expertise to teachers, educational assistants and others when requested
- Comply with ethical standards of professional practice in the delivery of school- based occupational therapy services observing relevant laws, regulations and guidelines
- Submit reports to the Coordinator of Learning as required
- Maintain professional competency through on-going professional development
- Be knowledgeable and supportive of applicable Division Operational Policies & procedures.
- Be willing to engage in life-long learning with respect to training and professional development.
- Conduct oneself in a manner appropriate to a professional learning environment
- Deal tactfully with staff, students, parents and the public
- Performs additional duties as assigned by the Coordinator of Learning

Judgment, Independence and Client/Peer Contact:

Confidentiality

At no time should an OT discuss, in public, information pertaining to a student. An OT is expected to respect the confidential nature of the position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Any breach of confidentiality in this regard is a serious violation of acceptable professional conduct.

Independence

The OT is expected to work independently and as a team member of both the school based and division staff.

Client/Peer Contact

This position involves working collegially with other support staff, teachers, parents and school-based administration on a daily basis in support of the goals of the school.

Responsibility for Quality of Assigned Work:

The employee is under direct supervision and is responsible to achieve the quality of work as assigned by the supervisor.

Salary Grid: OT

The salary grid for the OT is tied to the following grid:

Occupational Therapist Salary Grid Range 1

Occupational Therapist Salary Grid Range 2

Approved By:	Dean Biesenthal, Supt of Human Resources
Date Approved:	May 2012
Reviewed:	October 2015