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**ADMINISTRATIVE AND PROFESSIONAL SCHOOL STAFF
JOB DESCRIPTIONS**

POSITION TITLE: OCCUPATIONAL THERAPIST

REPORTS TO: Administrator of Educational Support Services and appropriate school principals.

JOB SUMMARY: To provide school-based consultation, assessment and programming suggestions for students with fine motor, adaptive, social/emotional and/or sensory needs. Assessment of environmental and equipment needs of referred students as well as the provision of recommendations to school teams also is a component of the role.

QUALIFICATIONS:

- a) Bachelor of Occupational Therapy (minimum)
- b) Licensure from College of Occupational Therapists of Manitoba (COTM)
- c) Eligible for School Clinicians certificate issued by Manitoba Education and Advanced Learning
- d) Strong oral and written communication skills.
- e) Demonstrated ability to work as part of an interdisciplinary team.
- f) Previous pediatric experience desirable.

PERFORMANCE RESPONSIBILITIES:

- Evaluates the student's occupational performance in daily activities of self-care, learning, play and leisure.
- Evaluates and addresses the physical, psychosocial, mental health, community and environmental factors that influence function.
- Establishes and prioritizes goals and strategies to address the needs of students.

ADOPTED	REVIEWED	REVISED	PAGE
24-Mar-15			1 of 2
Motion 06-09-15			

- Provides intervention directly and through consultation to achieve student goals.
- Consults and collaborates with parents, classroom teachers, other professionals and resource teachers to implement strategies that will promote the acquisition of functional skills for inclusion and performance.
- Provides in-service education to school personnel and peers about students' abilities and challenges in order to promote increased acceptance.
- Instructs school staff in strategies to promote fine motor skills, sensory modulation, cognitive/perceptual ability, social/play skills and environmental modification. This may involve instruction on pre-referral intervention strategies.
- Instructs school staff in proper use, care of, positioning and handling of students and their equipment.
- Recommends adaptation of equipment when required.
- Attends clinics as required (e.g. Assistive Technology, Orthopedic or Neurology Clinics).
- Serves as a liaison with medical, technological and other support services in the community and relays or interprets necessary information.
- Maintains accurate and current records for individual students.
- Participates in professional development activities.
- Attends staff, professional and interagency meetings as required.
- Keeps current of new developments in the field.
- Assumes other duties as required.

ADOPTED	REVIEWED	REVISED	PAGE
24-Mar-15			2 of 2
Motion 06-09-15			