

POSITION TITLE:

OCCUPATIONAL THERAPIST

Reports to: Superintendent of Student Services

Function/Purpose:

To provide direct and indirect support to allow students with challenges to succeed, in a wide range of daily occupations, with the greatest level of independence possible.

Definition:

Occupational therapy is a holistic approach to an individual's ability to perform one's occupations in his/her world. When an individual is unable to function in certain areas of life, the Therapist makes changes to any or all facets to allow the individual to succeed with the greatest level of independence possible.

Required Education, Knowledge, Qualifications and Experience:

- A recognized post-secondary Degree in Occupational Therapy.
- Other related training or experience in the field of Education or Health would be an asset.

Required Skills and Abilities:

Demonstrated capability and performance in the areas of:

- Team building and collaboration.
- Working with minimal supervision.
- Organizational skills.
- Interpersonal and communication skills.
- Initiative and adaptability.
- Prioritizing multiple demands.

Required Personal Characteristics:

- Trustworthy and respectful.
- Approachable and accessible.
- Flexible and collaborative.

Duties and Responsibilities:

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

Assist the teacher and/or student with the following:

- Skills
 - Assessment of fine and gross motor skills including such skills as writing, scissor skills, coordination, balance and other skills.
 - Provide intervention strategies and program development to improve performance.
 - Provide suggestions for equipment and/or environmental modifications to increase success.
- Sensory Integration
 - Assess the student's ability to manage his/her sensory systems in terms of how the student responds to sound, touch and other stimuli

- Assessment of the classroom sensory environment
- Make recommendations for modifications to classroom, equipment and strategies to improve sensory integration for individual students and the overall classroom.
- Environmental and Equipment Modification Prescription
 - Assess the school's physical environment with a view to increase overall accessibility.
 - Make equipment recommendations to increase an individual student's performance and independence.
- Conduct oneself in a manner appropriate for an individual employed by an educational system that provides services to children.
- Deal tactfully with staff, parents and the public.
- Be knowledgeable and supportive of applicable Board policies.

Judgment, Independence and Client Contact:

- Confidentiality
 - The Therapist is expected to respect the confidential nature of the position by avoiding discussion of any topics that are not formally communicated to the public by the administration of the school or the Division. Information regarding a student, staff member or Board member must not be discussed in public or with any person not authorized to receive that information. Exchange of personal information within the system shall be on a "need to know" basis. Breaching confidentiality is a serious violation of acceptable conduct and is grounds for disciplinary action up to and including termination of employment with the Board.
- Independence
 - The Therapist is expected to take initiative and work independently.
- Working Jointly with Other Staff on Common Assignments or Tasks
 - This position involves working jointly with other staff, teachers and school-based administration on a daily basis.

New appointees will undergo a ten (10) month probationary period.

Mission: Laying the foundation for success.

Vision: One student at a time.

Director Approved: January 24, 2008.