

Christ the Teacher Catholic Schools

ROLE DESCRIPTION

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 480.14
SECTION:	RELATIONS		
POSITION:	OCCUPATIONAL THERAPIST		

1. **Immediate Supervisor:** Coordinator of Student Services

2. **Primary Function**

The Occupational Therapist develops and implements a program for facilitation, restoration and/or maintenance of optimum independence in students with disabilities whose adaptive skills and/or effective functioning in the environment have been identified as impaired.

3. **Minimum Qualifications**

- 3.1 Bachelor's or Master's Degree in Occupational Therapy from an accredited college or university recognized by the Canadian Association of Occupational Therapists (CAOT) and be registered with the Saskatchewan Society of Occupational Therapists (SSOT) prior to employment.
- 3.2 Valid Saskatchewan vehicle operator's license.
- 3.3 Ability to quickly learn procedures used to report information and maintain records.
- 3.4 Ability to travel to more than one work location in the course of the day.
- 3.5 Demonstrated competency with computers and the use of word processing, spreadsheets and data entry.
- 3.6 Demonstrated ability to build good interpersonal relationships and establish positive rapport with students, colleagues, administrators and parents.
- 3.7 Excellent oral and written communication skills. Skill in human relations, leadership and conflict management.

4. **Performance Responsibilities**

- 4.1 Provides itinerant services on a Division wide basis as dictated by student needs in the area of sensory and motor challenges which impact school functioning.
- 4.2 Serves as a member of an interdisciplinary team.
- 4.3 Participates in identification, assessment, PPP development and delivery for eligible students.
- 4.4 Presents a written report of the assessment and recommendations upon completion of the evaluation to the Special Education Coordinator and Principal, as well as to other staff (i.e. school resource teacher, classroom teacher) as appropriate. Meets with parents/caregivers to discuss the report and recommendations as required.

- 4.5 Carries out assessment, intervention and ongoing consultation for students with sensory and/or motor challenges in accordance with approved programs and professional standards.
- 4.6 Utilizes therapy techniques consistent with the research on best practices in occupational therapy.
- 4.7 Establishes student success in daily school activities as a primary goal and provides opportunities for students to experience success.
- 4.8 Establishes a learning climate that promotes the orderly behavior of all students while maintaining the dignity and positive self-concept of each student.
- 4.9 Provides for the well-being, health and safety of all students.
- 4.10 Promotes fine and gross motor skill development and strategies for sensory integration in the classroom for identified students.
- 4.11 Maintains student records regarding the referral, evaluation and placement process in compliance with Division and provincial requirements.
- 4.12 Keeps abreast of current developments and practices in occupational therapy and shows evidence of continuing professional growth.
- 4.13 Maintains the confidentiality of students and their families.
- 4.14 Performs other duties as assigned by the Director.
- 4.15 According to each school's individual needs, provides classroom wide occupational therapy lessons/intervention on fine motor skill development, self-regulation and other topics as appropriate.
- 4.16 Provides ongoing education and support for teachers and support staff on various topics related to occupational therapy and enhancing student performance in the school environment.

5. Terms of Employment Terms of Employment

- 5.1 Academic Year

6. Confidentiality

- 6.1 At no time should the Occupational Therapist discuss in public information pertaining to employees, students or the operation of the school division. The Occupational Therapist is expected to respect the confidential nature of their 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. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

Date Issued: November 27, 2007

Date Revised: January 3, 2014