

**EASTERN UPPER PENINSULA INTERMEDIATE SCHOOL DISTRICT  
JOB DESCRIPTION**

**OCCUPATIONAL THERAPY**

Reports To: Director Special Education

Period of Employment: 190 days per year

Purpose of Position: Occupational Therapist will provide Occupational Therapy services in accordance with the EUPISD Plan for Special Education Programs and Services.

Minimum Qualifications:

- Occupational license/certification approved by the Michigan Department of Education; Meet MARSE requirement R340.1792
- Must have regular and reliable attendance
- Adheres to FERPA and District confidentiality policies
- Valid driver's license
- Ability to lift/carry items up to 50 pounds, frequent walking, standing, sitting, going up/downstairs
- Successful school-based services experience preferred

Duties and Responsibilities:

- Provide occupational therapy evaluation as well as direct/consultive services to support students as outlined in IEP/IFSPs
- Serve as a member of the multidisciplinary evaluation team and assist in the comprehensive assessment of students suspected of having a disability as outlined in the Michigan Administrative Rules for Special Education
- Evaluate students regarding sensory, motor, perceptual, and daily living skills as they affect their educational performance; Complete sensory processing evaluations as appropriate
- Serve as an IEP Team member and support the development of quality plans for specially designed instruction from a disciplinary perspective
- Provide recommendations for educational interventions to assist classroom personnel with student learning, achievement, behavior, and use of assistive educational devices
- Provides analysis and interpretation of information and data in oral/written reports
- Consult with team members, parents, teachers, administrators, and students to obtain data, interpret data, provide assessment data, and make recommendation(s) for progress in the school setting
- Utilize therapy techniques within the classroom or home setting as a means of transferring recommended treatment programs from the therapist to classroom personnel, parents, or care providers
- Maintain thorough and accurate documentation including student attendance, Medicaid service logs, and progress monitoring of IEP Goals and objectives
- Participate in professional development/training as assigned
- Upon request, provide professional learning and consultative services to local educational staff
- Exhibit a high level of professionalism with the ability to handle confidential information, use good judgment, plan and maintain a flexible attitude
- As needed for completion of duties, attend meetings outside of normal working hours
- Remain free of substance abuse and/or illegal drug use at all times
- Other duties as may be assigned by the Director of Special Education

Wages and Fringes:

Commensurate with EUPIEA Master Contract

10/2022