



Northern Lights Special Education Cooperative

16 E Hwy 61, P.O. Box 40, Esko, MN 55733
P (218)655-5018 ~ F (218)451-4511
www.nlsec.org

Jessa Cook ~ Special Education Director

Position Title: Occupational Therapist
Reports To: Special Education Director

Licensure/Qualifications: A valid license granted by the Minnesota Board of Occupational Therapy with a graduate degree in occupational therapy and pediatric experience preferred. Certification from The National Board for Certification in Occupational Therapy (NBCOT). A valid driver's license in the state of Minnesota.

Summary:

Provide occupational therapy services and/or address the needs of students who are experiencing delays, disabilities, or health challenges through therapeutic intervention to promote skill advancement, the use of compensatory strategies, adaptations to the child's equipment and environment, and/or modifying the curriculum or activity. Occupational therapists collaborate with teachers, parents, and other staff to identify and modify barriers that restrict a child's success and model strategies for others to use that will extend the benefits of direct intervention.

Essential Duties and Responsibilities:

- Referral and Identification
 - Attend district child study team meetings (self-initiated or as requested).
 - Understand and implement special education due process procedures as specified in NLSEC and districts Special Education Systems Manual.
 - Maintain regular communication with the NLSEC Birth-age 2 Help Me Grow Coordinator.
- Evaluation and Re-evaluation
 - Participate in initial evaluations of children ages Birth-age 2 who are suspected of having delays in motor development.
 - Conduct evaluations for students suspected of needed occupational therapy to benefit from special education services.
 - Attend and report at Evaluation and Re-evaluation meetings
- IEP/IFSP/IIP Planning
 - Develop a present level of motor functioning statement and motor strategies that integrate into student goals and objectives.
 - Attend and participate in IEP/IFSP Meetings

March 2024

Member Districts: Barnum ISD #91, Carlton ISD #93, Cloquet ISD #94, Cromwell ISD #95, Esko ISD #99, Hermantown ISD #700, Lake Superior ISD #381, McGregor ISD #0004, Moose Lake ISD #97, Northern Lights Academy ISD #6096, Proctor ISD #704, Wrenshall ISD #100, Willow River ISD #577

- Instructional Delivery of Program
 - Implement occupational therapy services for students as determined by the IEP team.
 - Participate in decision making and monitoring of student specific assistive technology devices.
 - Maintain organized working files on assigned students.
 - Maintain therapy documentation for MA billing.
 - Supervise therapist assistants as per state regulations.
 - Assist with supervision of paraprofessionals that provide follow up motor services to students.
 - Develop Care Plans to direct paraprofessional services for activities of daily living.
 - Attend motor team meetings in districts.
 - Ability to deliver articulate oral presentations and written reports.
- Interagency and Community Standards
 - Initiate and maintain communication with disability related community resources and medical providers.
 - Maintain student and family confidentiality.
 - Ability to work as an effective member of a team with staff, parents, and the community through the building and maintaining of collaborative and positive relationships.
- Professional Development
 - Refine and develop job related professional skills through in-service training, professional reading and continuing education.
 - Serve on committees and professional groups that benefit the learning environment for students, therapists and other school personnel.
- NLSEC
 - Attend Co-op staff meetings.
 - Attend Co-op therapy meetings.
 - Maintain organized working files on each student.
 - Regularly monitor student education plans for accuracy.
 - Keep current and accurate mileage, calendar records and time/effort.
 - All duties as assigned.
 - Assistive Technology Team Member
 - Motor Team Member

Essential Functions / Physical Requirements:

- Mental
 - Learn new tasks, work independently, maintain focus, complete Due Process deadlines as required by law to support districts.
- Physical Requirements
 - Position required standing, walking, sitting on floor, kneeling, lifting, ability to commute to member district sites and ISFP sites to provide direct services/evaluations.

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