

Occupational Therapy Supervisor Job Description

Reports to: Specials Education Administrators
Credentials: Graduate of an accredited degree in Occupational Therapy. Illinois license for Occupational Therapist. Minimum of two years experience in school setting. Previous supervisory experience desired.

1. Student Service Delivery

- a. **Identification, Evaluation** (Standard 1)
 - i. Complete evaluations, consultations and record reviews and interpret results of assessment in the context of the educational setting.
 - ii. Communicate (written and verbally) evaluation results in accordance with departmental standards.
- b. **IEP Development** (Standard 2)
 - i. Develop educationally relevant IEP goals and short term objectives.
 - ii. Communicate (written and verbally) therapy goals/short term objectives to the IEP team and assist team in developing students' complete IEP.
- c. **Intervention Planning, Service Delivery and Documentation** (Standard 3)
 - i. Obtain MD prescription, schedule students for treatment, prioritize/schedule workload.
 - ii. Develop students' intervention plans and monitor/assess the effects of the intervention plan as needed to modify or discontinue intervention plan.
 - iii. Provide assistance and supervision of COTAs in developing appropriate and effective IEPs and intervention plans.
 - iv. Report students' progress and service minutes on appropriate forms and at designated intervals.
 - v. Document billing data (travel, district and Medicaid charges) and submit to the designated person(s) in accordance with SEAPCO procedures.

2. Program Administration (Standard 4)

- a. Follow SEAPCO policies and procedures and PT/OT department procedures and assist with development of policies and procedures as directed.
- b. Assist in planning for personnel needs by keeping accurate statistics on evaluations completed, direct service/consultation minutes delivered, COTA's caseloads. Relay information (written and verbally) to administration as directed.
- c. Procure, maintain inventories and equipment, materials and supplies.
- d. Provide supervision of COTA's in accordance with the IL PT Practice Act.
- e. Complete COTA's performance appraisals accurately within designated SEAPCO timelines.
- f. Minimize risk and liability by identifying and addressing potentially unsafe situations/practices and maintaining strict confidentiality.
- g. Uses available technology for efficient work production.

3. Professional Growth and Administration (Standard 5)

- a. Adhere to the professional, ethical and legal standards of practice as defined by the Illinois OT Practice Acts including documenting required supervision and meeting continuing education for licensure.
- b. Develop and meet Professional Goals in accordance with SEAPCO guidelines.
- c. Participate in COTA student field work rotations/observations. Assist department in reviewing new evaluations/therapy techniques for possible inclusion within Therapy Department practice, collecting educational resources and producing handouts.

- d. Provide formal and informal inservice education for all levels of educational and support personnel regarding sensory/motor disabilities, OT services (including case loads) and implications for student referral and placement.

Note: The “Standards” noted above correlate with the five (5) Standards on the “Performance Appraisal” and “Standards of Practice”.

See the “Performance Appraisal” for more information regarding duties and expectations for performance.