EDMONTON CATHOLIC SCHOOLS

For further information on this opportunity please contact Corine Gannon at corine.gannon@ecsd.net

Please email a letter of interest and resume by 4:00 p.m., Monday, September 22, 2014 to:

Corinne King, Manager, Staffing
Human Resource Services
resumes@ecsd.net

Prior to employment, successful candidates will be required to submit Police Information Check and Intervention Record Check documents.

We thank all candidates for their interest. Only applicants considered for the position will be contacted.
### JOB IDENTIFICATION:

<table>
<thead>
<tr>
<th>Incumbent:</th>
<th>Working Title: Occupational Therapist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Classification Level: 7</td>
<td>Requested Classification Level:</td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td>Supervisor’s Working Title: District Principal</td>
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<tr>
<td>Location: St. Bede</td>
<td>Department: Learning Services – Innovation</td>
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<tr>
<td></td>
<td>Program: Early Learning</td>
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### PRIMARY FOCUS/OVERALL ACCOUNTABILITY:

Provide a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization.

This position involves providing occupational therapy services to preschool children who are eligible for Program Unit Funding through Alberta Learning. The OT in the position is primarily responsible for the assessment, treatment and consultation services required as part of the early education program in the Edmonton Catholic School District. The job addresses and identifies fine motor and gross motor, visual perception, sensory processing and self-help issues that have been impacting the child’s performance at school. An Occupational Therapist is hired for this position because of their professional expertise to identify, diagnose and treat delays and disorders in fine motor, gross motor, visual perception sensory processing and self help skills.

### JOB RESPONSIBILITIES AND ACTIVITIES:

Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is. For each responsibility, approximately four major activities should be described. List the core responsibilities in ascending order of importance.

1. A) Liaise closely with the teachers, special needs assistants, therapists, social workers, specialists and parents who participate as part of each child’s program planning team.
   
   B) Liaise closely with department staff such as the respective consultant responsible for coordinating Program Unit Funding.

2. A) Administer, score and interpret standardized pediatric occupational therapy assessments.
   
   B) Identify difficulties in fine motor, visual motor, perceptual and sensory integration.
   
   C) Write assessments and treatment reports (year end summaries, etc.) to share with parents and professionals with and outside of the Edmonton Catholic School system.

3. Monitor children’s progress by providing ongoing observation of development in the areas of cognition, self-help skills, fine motor skills, gross motor development, socialization/play skills and behavior, in conjunction with other members of the inter-disciplinary team.

4. A) Conduct occupational therapy within the context of typical classroom activities (circle time, snack time, fine motor project time, gym time, etc.)
   
   B) Generalize intervention strategies to all natural environments, which include programming for generalization in the classroom, home and new environments.
   
   C) Develop and implement lessons and activities to target individual goals of children as outlined in Individual Program Plans.

5. A) Direct and assist children in performing daily classroom routines.
   
   B) Lead instruction and activities with large and small group of children.

6. Devise and train parents to implement home programs to permit carry-over of learning to home (provide strategies to facilitate their child’s development).

7. Consult with other professionals (both within and outside of the district) and coordinate additional services for children including audiology referrals, feeding and swallowing referrals, and medical and home care referrals.

Revised January 2011
Out of Scope Job Description

JOB RESPONSIBILITIES AND ACTIVITIES: Normally a job has four to eight core responsibilities, each of which shows what the job is accountable for, within what framework, and what the added value is. For each responsibility, approximately four major activities should be described. List the core responsibilities in ascending order of importance.

8. A) Collaborate to develop program and curriculum as required.
   B) Create classroom and treatment schedules and lesson plans in collaboration with the classroom teacher.

9. A) Participate in Individual Program Planning (IPP) meeting with other professionals and caregivers.
   B) Attend and participate in whole school staff meetings and Early Learning staff meetings, when appropriate.

10. Direct and assist teachers in transitioning pre-school children.

11. Participate in professional development for parents, teachers and Special Needs Teacher Assistants that model effective strategies within the OT discipline.

12. Collaborate with other agencies to improve service delivery within the Edmonton Catholic School District.

PROBLEM SOLVING: Describe difficult or challenging situations the position is typically expected to solve; the degree of originality of the solutions; assistance available; and any problems or decisions that must be referred to a supervisor for resolution or approval.

ORGANIZATIONAL DATA: Identify any measurable areas upon which the job has either direct or indirect impact. Measures that may be included are: number of staff supervised, annual operating budget, number and size of projects, clients served or any other significant values. Include examples that indicate the “size” of the job. Attach a complete Organization Chart that includes supervisor, peers, direct reports and staff.

This position works with a multi-disciplinary team. The work includes being responsible for all the children in early learning with severe Occupational Therapy delays and the mild/moderate children. Provision of service is to children with Program Unit Funding and children with mild/moderate delays in an inclusive setting.

REPORTING RELATIONSHPES: Identify the jobs and the number of incumbents within each job that report directly to you. Provide a brief summary of each subordinate job’s purpose.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Responsibilities</th>
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</table>

CONTACTS: Identify internal and/or external contacts such as co-workers, clients, stakeholders and partners. Indicate the nature and purpose of contact (i.e. to deliver information, present data, negotiate contracts, etc.) and frequency (daily, weekly, monthly etc.).

<table>
<thead>
<tr>
<th>Contact</th>
<th>Nature and Purpose</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Principals, teachers, special needs teacher assistants and therapeutic specialists</td>
<td>To provide information, guidance and direction in area of expertise. To resolve problems. To collaborate on educational teams.</td>
<td>Weekly/daily</td>
</tr>
<tr>
<td>Parents/guardians</td>
<td>To provide feedback, guidance, follow-up and to explain therapeutic routines and expected results.</td>
<td>Weekly/daily</td>
</tr>
<tr>
<td>Students</td>
<td>To provide services, conduct assessments, support and guide</td>
<td>As needed</td>
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</tbody>
</table>

Revised January 2011
Out of Scope Job Description

| development | To obtain and provide information and resolve problems  
|            | To collaborate on multi-disciplinary teams  
|            | To address student treatment concerns or needs  
|            | To coordinate authorization of special equipment  | Weekly |
| Doctors, medical  
| personnel and  
| therapeutic specialists in  
| other organizations | Liaison with Edmonton Student Health Initiative Partnership and  
|                     | other professional | As needed |
| Agencies and  
| community resources | To obtain appropriate equipment and materials | As needed |
| Vendors and suppliers | To obtain appropriate equipment and materials |

Job Qualifications: Include a list of the most important knowledge factors, including knowledge about practical procedures, specialized techniques etc. Outline specific training that is needed to do the work and any occupational certification/registration required for the job. Include a list of competencies (skills and abilities) critical in performing the job.

<table>
<thead>
<tr>
<th>Knowledge and Experience</th>
<th>Competencies</th>
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<tbody>
<tr>
<td>• Master of Science in Occupational Therapy or equivalent, with course work in assessment and treatment of fine motor, visual motor and perceptual difficulties.</td>
<td>• Ability to work as a member of an inter-disciplinary team</td>
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<tr>
<td>• Registered with the Alberta College of Occupational Therapist (ACOT) is mandatory; continuing professional development as per ACOT guidelines; professional liability as per ACOT guidelines</td>
<td>• Effective decision making and leadership qualities</td>
</tr>
<tr>
<td>• Experience in paediatric and sensory integration is strongly recommended. preferably with multiply handicapped students in an educational setting</td>
<td>• Flexibility is essential for this incumbent given the variety of children’s abilities, needs and conditions.</td>
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<td>• Skills to facilitate the consultant role through education, training and assisting other professionals.</td>
<td>• Strong written and verbal communication skills</td>
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<td>• Experience in selecting and designing alternative and augmentative communication systems is beneficial</td>
<td>• Demonstration and oral presentation abilities</td>
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<td>• Ability to translate and convey highly technical/medical information to parents/guardians and professional staff is essential.</td>
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<tr>
<td></td>
<td>• In this inter-disciplinary setting, it is essential to be well informed in all disciplines (Speech and Language, Occupational Therapy and behavioural interventions to meet the needs of the whole student.</td>
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<td></td>
<td>• Very strong assessment and problem-solving skills are required to identify and address developmental and educational delays.</td>
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<td>• Ability to work independently while under the general direction of principal and/or teacher</td>
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</tbody>
</table>

Signatures

The signatures below indicate that the incumbent, supervisor and principal/director have read, discussed, and agreed that the information accurately reflects the work assigned.

Incumbent

Name
Signature
Date

Supervisor

Name
Signature
Date

Manager

Name
Signature
Date

Revised January 2011
This information is being collected under the authority of Board Governance Policy EL# 5 relating to Freedom of Information and Protection of Privacy (FOIP) Act and will be used to allocate positions within a classification plan and to manage the Edmonton Catholic School District’s human resources program. If you have any questions about the collection of this information, contact the Assistant Superintendent, Human Resource Services 780 441-6061.