

**Roswell Independent School District
Job Description**

Job Title: OCCUPATIONAL THERAPIST

Reports To: ASSISTANT SUPERINTENDENT FOR SPECIAL SERVICES

General Job Description:

To provide occupational therapy services to identified eligible special education students for the prevention of increased disability wherever possible, through the development of compensatory motor skills and the identification, adaptation and adjustment of equipment when needed.

Essential Duties and Responsibilities:

1. Conduct assessment of students referred through the evaluation process.
2. Participate in the program planning for individual students.
3. Provide intervention for student's identified as needing service by the IEP team.
4. Demonstrate management skills.
5. Demonstrate professional competencies:
 - a. Knowledge of handicapping conditions, and their effects on sensory, motor, psychosocial, and cognitive development of students with disabilities.
 - b. Knowledge of local, federal, and state regulations and procedures pertaining to the provision of occupational therapy services in the school setting.
 - c. Knowledge of major theories, treatment procedures, and research relevant to providing occupational therapy services for children with disabilities.
 - d. Ability to select, administer, and interpret appropriate assessment instruments, and procedures taking into consideration the student's age, developmental level, disability, and educational needs.
 - e. Ability to assess the functional performance of students with disabilities within the school environment.
 - f. Ability to engage in consensus decision making as a member of the IEP team.
 - g. Ability to plan, and implement intervention strategies using direct therapy.
 - h. Ability to communicate effectively (orally and in writing) with educational personnel, administrators, parents, and community members.
 - i. Ability to explain the role of occupational therapy within the educational setting to educational personnel, administrators, parents, and community.
 - j. Ability to document assessment and intervention results in the proper manner for a school setting, and to relate this information to the educational goals of the student.
 - k. Ability to develop, implement, evaluate, and modify according to an occupational therapy program within a school setting.
6. Follow policies and administrative rules and regulations as specified in the board policy manual.
7. ***Medicaid notes are to be submitted 10 business days from the completion of service.***
8. Other tasks as may be deemed appropriate and necessary by your immediate supervisor.

Assessment and Evaluation:

1. Evaluate new students enrolling in the program within a reasonable time. If therapy is not indicated as a direct service, the therapist shall provide written input to the appropriate persons.
2. Use standardized tests, and customized measures and/or observation to evaluate the student in areas of cognitive-perceptual-motor skills, motor coordination, psychosocial, development, self-care, muscle strength and range of motion, postural reflexes, needs for adaptive devices and prostheses, and vocational skills.
3. The therapist, with parental permission, may make home visits for the purpose of evaluating and possibly servicing the child within his/her home environment.
4. Evaluate treatment effectiveness by observation, testing, communication with family and other sources.

OCCUPATIONAL THERAPIST (CONT'D)

Planning and Treatment-Direct Services:

Utilize treatment procedures involving physical, sensory, manual, creative, and recreational or play activities that are designed to:

1. Maintain or improve motor functioning such as normal developmental motor patterns, range of motion, muscle strength, gross and fine motor coordination, and activity tolerance.
2. Improve level of functioning in the areas of visual, auditory, tactile, kinesthetic perception, and cognitive-perceptual-motor integration skills.
3. Improve psychosocial development by aiding ego development, developing social interaction skills, and helping the child discover constructive alternatives.
4. Help the child achieve a maximum level of independence in toileting, feeding, personal hygiene, dressing, grooming, and mobility.
5. Help the child acquire homemaking and vocational skills and appropriate work Assessment and Evaluation.
6. Instruct the student in the use of functional and adaptive equipment and devices.

Indirect Services:

1. Participate in the Individual Education Program Committee (IEP).
2. Use a team approach to planning and treatment with school personnel, families, physicians, and agencies.
3. Re-evaluate treatment program and revise goals.
4. Stress follow-through of occupational therapy goals in the classroom setting and support classroom goals in the therapy program.
5. Maintain a close working relationship with parents for follow-through of occupational therapy treatment goals in the home.
6. Provide training to the appropriate persons regarding effective methods to aid the mainstreamed handicapped student.
7. Maintain background, assessment, and treatment records in accordance with administrative policy and the Right to Privacy Law.
8. Assess and recommend adaptive equipment and devices for the student and/or the classroom as needed.
9. Attend department meetings as appropriate as needed.

Supervisory Responsibilities:

Supervise the Certified Occupational Therapy Assistants (COTA's) with increments as required.

Qualifications:

1. Master's degree
2. Current Licensure from the State of New Mexico in Occupational Therapy.
3. O.T. Licensure must be renewed as needed by the N.M. Regulations and Licensing Department Occupational Therapy Board.
4. Must obtain a minimum of 2.0 CEU's or (20 contract hours) per year for licensure requirements.
5. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
6. Valid Driver's license and Car Insurance.

Ability To:

1. Maintain confidentiality with sensitive matters.
2. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
3. Report to work on time and work no less than 7.25 hours per day.
4. Work independently with very little supervision.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

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Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site or home visits as needed. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date