



Job Title:	OCCUPATIONAL THERAPIST
FLSA Status:	Exempt
Supervisor:	Special Education Director; Special Education Coordinator
Salary Schedule:	Salary and work year according to current schedule
Terms of Employment:	183 days/8 hours per day
Job Goal:	To assess, improve and prevent functional impairments resulting from disability that limits the student's ability to benefit from his/her educational program

Minimum Qualifications

1. Must possess a New Mexico State License as an Occupational Therapist or Occupational Therapy Assistant
2. Must possess or eligible for New Mexico Public Education Department License

Performance Responsibilities

1. Occupational Therapist performs appropriate screening/evaluations of students referred according to procedures (Evaluations may involve testing of fine motor skills, visual perceptual skills, postural reflexes, self-care, sensory processing, life skills, assistive technology and needs for adaptive devices/equipment. Data may be gathered through record reviews, performance checklists, and other collection procedures. Information from parents and/or teachers may be part of the assessment process in the determination of present levels of performance.)
2. Assist and guide teachers in observing, describing, and referring suspected and identified educational impairments relevant to occupational therapy services
3. Participation in the IEP process, be it development and implementation of initial services, continuation or discontinuation of occupational therapy services
4. Participation in the development and implementation of therapy programs according to the students identified sensory motor, sensory processing, and perceptual motor needs to facilitate the student's ability to function in the educational setting
5. Maintain current records that reflect progress made on the student's IEP goals and objectives



6. Exhibit professionalism by maintaining good attendance and adhering to contract hours
7. Supervision and delegation of C.O.T.A. (Certified Occupational Therapy Assistant) duties in accordance with department policy and state rules and regulations
8. Supervision of Fieldwork Level I and II Occupational Therapy students, and/or OTA students, as appropriate
9. Identify therapy supplies and needed equipment to meet the needs of students on caseload and report needs to lead therapist
10. Provide in-service education and serve as a consultant to teachers and school staff members, as appropriate
11. Consult with school health personnel concerning students with related health problems
12. Assist in appropriate referrals of students to agencies and specialists in the community
13. Pursue professional growth through participation in in-service and staff development activities, as appropriate
14. Provides classroom programs and home programs, as appropriate
15. Provides itinerant services and home visits, as appropriate
16. Comply with local, state, and federal regulations
17. Agree to fulfill performance responsibilities in locations assigned
18. Provide information, support, and counseling to parents and families when appropriate
20. Other duties as assigned within the scope of the assigned position

MENTAL/PHYSICAL DEMANDS

- Must be able to assist students with disabilities in areas of:
 - Lifting/carrying in excess of 45lbs (depending on age)
 - Pushing/pulling wheelchair, and
 - Personal hygiene
- Must possess ability, skill, patience, and understanding to work with students with disabilities
- May require bending, reaching, standing, kneeling, and squatting.

MACHINES, TOOLS, EQUIPMENT AND WORK TOOLS

Various machines and equipment including but not limited to computer, telephone, instructional technology

WORKER TRAITS

Aptitudes

- verbal ability required to understand oral and written instructions
- motor coordination required to coordinate eyes, hands and fingers when



- operating machines and equipment essential to the job
- manual and finger dexterity required to operate machines and equipment precisely and rapidly

TERMS OF EMPLOYMENT

Salary and work year according to current schedule

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on evaluation of professional personnel.

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I accept this position offered and agree to the above job description.

Signature_____ Date_____

Print Name_____

Approved By_____ Date_____