

JOB DESCRIPTION

Marlborough School District

Occupational Therapist Job Description

Purpose Statement

The job of Occupational Therapist was established for the purpose(s) of assessing students' functional physical development level and self-regulation; planning and implementing appropriate treatment to meet individual student goals and objectives, Individual Education Plan development identifying environmental barriers; providing recommendations for accessibility; and providing direction to Licensed Occupational Therapy Assistants. These services are designed to help children meet their educational goals.

This job reports to the designated School Principal.

Essential Functions

- Assesses students' fine and gross motor skills and functional abilities (e.g., perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.) for the purpose of determining program eligibility and developing recommendations for treatment, appropriate assistive devices and/or school placement to help children meet their educational goals.
- Interprets assessment findings, medical reports, and evaluations from other professionals, for the purpose of providing information and/or ensuring that Individual Education Plans (IEP) are appropriate.
- Develops IEPs, interventions and/or educational materials for the purpose of remediating students' functional motor skill deficits as they relate to accessing their IEP, making accommodations, modifying materials and equipment, teaching compensatory strategies, and ensuring compliance with regulatory requirements and to help children meet their educational goals.
- Provides direct occupational therapy service, and consultation for the purpose of developing students' functional motor, self-regulation, and daily living skills in compliance with established goals and objectives and to help children meet their educational goals.
- Identifies environmental barriers and appropriate solutions for the purpose of removing barriers for students with physical limitations and/or identifying appropriate assistive technology.
- Administers occupational therapy procedures and modalities for the purpose of achieving IEP objectives.
- Consults with students, teachers, parents, team members, other personnel and/or outside professionals for the purpose of providing information, developing plans for services, making recommendations and/or coordinating occupational therapy services with those of other disciplines and to help children meet their educational goals.
- Directs the work of assigned licensed occupational therapy assistants (to meet state of New Hampshire Occupational Therapy Practice Act standards), and other support staff (e.g., teachers, paraeducators, and tutors) for the purpose of providing guidance, supervising the implementation of programs, and ensuring that IEP goals and objectives are achieved.

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- Instructs students, staff and parents for the purpose of providing information on medical/behavioral attributes, use of assistive devices, and/or implementing plans for remediation of functional limitations and to help children meet their educational goals.
- Collaborates with a variety of groups and/or individuals (e.g., parents, teachers, physicians, administration, team members, maintenance personnel, other professionals, etc.) for the purpose of student assessment, program development and maintenance, sharing information, addressing concerns, resolving issues and providing services in compliance with established special education regulations.
- Responds to inquiries (e.g., parents, teachers, staff, students, etc.) for the purpose of providing information and/or referral as appropriate.
- Prepares necessary written materials (e.g., activity logs, evaluations, progress notes, correspondence, memos, Medicaid billings, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information and to help children meet their educational goals.
- Maintains files and/or records (e.g., progress reports, activity logs, billing information, treatment plans, IEPs, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance.
- Participates in meetings, workshops, and seminars (e.g., training, IEP, team meetings, etc.) for the purpose of conveying and/or gathering information.
- Researches resources and methods (e.g., evidence based intervention and treatment techniques, assessment tools and methods, community resources, etc.) for the purpose of determining the appropriate approach to assess and address students' functional and educational goals and needs.
- Performs site visits at multiple schools and work sites, including home visits for the purpose of assessing student needs, implementing educational programs, and providing direct therapy interventions and assistance as required and to help children meet their educational goals.
- Transports supplies and equipment to a variety of sites for the purpose of ensuring the availability of items as needed.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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Skills, Knowledge and Abilities

Skills

Specific skill-based competencies required to satisfactorily perform the functions of the job include: administer and interpret assessment instruments; implementing IEPs operating equipment used in occupational therapy strategies; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

Knowledge

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current best practices in OT treatment interventions; age appropriate activities; \ stages of child development; abnormal development and medical diagnoses related to special education funding categories; safety practices and procedures; pertinent codes, policies, regulations and/or laws; effective verbal and written communication skills; and health standards and hazards.

Ability

Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy data into meaningful educational activities.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: Generally the job requires 20% sitting, 40% walking, and 40% standing. This job is performed in a generally clean and healthy environment.

Minimum Qualifications

Experience: Experience in educational setting preferred.

Education: MS in Occupational Therapy from an accredited college

Equivalency: None Specified

Certification: Current Occupational Therapy licensure in the state of New Hampshire

Clearances: Criminal background check. Pre-employment physical, as applicable.

FLSA Status: Exempt

Approval Date: 5/2021 RM

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EEO Statement

The school districts comprising SAU 29 do not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, or any other legally protected class in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources, NHSAU 29, 193 Maple Ave., Keene, NH - 357-9007