

**RSU No. 5 Durham ~ Freeport ~ Pownal
Occupational Therapist Job Description**

QUALIFICATIONS:

1. Master's Degree
2. Licensed Occupational Therapist

REPORTS TO:

Director of Instructional Support

JOB GOAL: To provide appropriate occupational therapy evaluations, services, and interventions to students and consultation services to parents and educational staff.

PERFORMANCE AREAS:

Identification, evaluation and planning:

1. Evaluates the student's ability and formulates the student's functional profile through standardized assessments, skilled observation, checklists, histories, and interviews.
2. Synthesizes evaluation results into a comprehensive written report which reflects strengths and barriers to student participation in the educational environment; and guides evidence-based intervention.
3. Develops functionally appropriate based intervention plans based on student needs and evaluation results.
4. Participates in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans and intervention plans to achieve IEP goals.
5. Attends and coordinates with the IEP team for the purpose of determining appropriate interventions and services to meet the needs of specific students.
6. Collaborates with other educators to ensure team understanding of student performance, strengths and needs through evaluation, educational program planning, and service delivery.

Service delivery:

1. Provides targeted, evidence-based therapeutic interventions to facilitate student participation and performance within the school environment.
2. Consults with the school-based team to achieve student outcomes.
3. Adapts and modifies the environment including assistive technology and training educational staff to meet individual needs and to help students function as independently as possible.
4. Educates student, educational personnel, and family to facilitate skills in areas of occupational therapy interventions.

5. Monitors and reassess the effects of occupational therapy interventions and the need to continue, modify, or discontinue interventions.

Occupational Therapy Management

1. Prioritizes and schedules work tasks independently.
2. Manages inventory of therapeutic equipment and assessments.
3. Maintains clinical and administrative records in accordance with professional standards, state guidelines, and school system policy.
4. Adheres to federal and state legislation, regulation, and policies that affect occupational therapy practice.
5. Reviews occupational therapy services for quality improvement and makes changes as needed to ensure quality of services.

Education

1. Teaches, monitors, and collaborates with educational personnel, parents, and students to increase understanding of the student's performance.
2. Provides continuing education and in-services for educational personnel and parents.
3. Provides fieldwork education and supervision for occupational therapy interns as appropriate.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of the work.
2. Follows health and safety procedures established by the system.
3. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
4. Demonstrates loyalty, dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes Policies adopted by the Board of Directors.
7. Meets and follows all State and Federal laws and regulations.

ESSENTIAL JOB FUNCTIONS:

Ability to:

1. Read with comprehension, write and calculate accurately.
2. Reason and understand policies, procedures, and related job information.
3. Follow to completion verbal or demonstrated instructions.
4. Speak clearly, communicate effectively, accurately hear and see.
5. Complete with precision and safety all physical duties, including upper and lower body functions, reaching, lifting (at least 10-20 lbs.), bending, twisting, stooping, and climbing stairs.
6. Complete with accuracy eye-hand coordinated tasks.
7. Sustain and complete with accuracy assigned seated clerical tasks.

8. Concentrate on completion of job details when there are distractions and work under pressure to successfully meet deadlines.
9. Other responsibilities as directed by the Director of Instructional Support.

TERMS OF EMPLOYMENT:

Teacher contract. Salary and benefits to be established by the RSU No. 5 Board of Directors.

EVALUATION:

Evaluated annually by the Director of Instructional Support in consultation with Building Principals.

NOTE:

The above job description reflects the general requirements necessary to describe the principle functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____

Original to Personnel File
File Copy to Employee
Adopted: November 14, 2018