

ST. MARY'S COUNTY PUBLIC SCHOOLS  
LICENSED PROFESSIONAL POSITION DESCRIPTION

OCCUPATIONAL THERAPIST

POSITION: Occupational Therapist

REPORTS TO: Supervisor of Special Education

LOCATION: Various Locations (Including home and community settings)

NATURE OF WORK:

This is a professional position to meet the individual needs of students through direct service and consultative support to staff and families to support progress in the General Education Curriculum.

ESSENTIAL FUNCTIONS:

- Assessment and evaluation of student needs;
- Participation in IEP meetings;
- Development of long and short term learning goals and instructional supports; and
- Collaborative consultation with staff and families.

DUTIES AND RESPONSIBILITIES:

- Provides cohesive, well planned lessons and strategies to address occupational needs of students;
- Complete logs and compliant submissions for attendance and Medical Assistance;
- Maintain individual student data to measure progress on Individual Education Program (IEP/IFSP goals, objectives and outcomes);
- Conducts team, staff and parent training when appropriate to student progress;
- Diagnose student fine motor and sensory needs through analysis of test results, observations, and information from parents and teacher consultation;
- Develop and implement IEP goals and objectives/IFSP outcomes for students with fine motor and sensory impairments which prevent the student from accessing their general education curriculum;
- Develop and train staff and students on the effective implementation of sensory supports;
- Consult with teachers and parents regarding the various aspects of motor and sensory skills development and the impact on achievement;
- Serve as a resource person to school personnel in the development and selection of materials to address the needs of students for developmentally appropriate motor skills;
- Re-evaluation and update of individual therapy programs;
- Maintain accurate data for individual student interventions;
- Participate in IEP/IFSP Team Meetings and Pupil Services Team Meetings (PST) for students with motor and sensory impairments;
- Submit required and compliant logs and Medical Assistance billings on a monthly basis;
- Ongoing supervision of occupational therapy students for short term placements, as needed;
- Ongoing supervision of certified occupational therapy assistant (COTA) as determined by DHMH and MSDE guidelines and standards; and
- Other duties as assigned.

QUALIFICATIONS:

- Must possess a license as established by the Board of Examiners; and
- National Board for Certification in Occupational Therapy *preferred*.

**TERM OF EMPLOYMENT:**  
Full-time ten-month position.

**SALARY GRADE RANGE:**  
The salary for this EXEMPT position will be based on EASMC salary schedule (#1) for ten-month employees.

**BARGAINING UNIT ELIGIBILITY:** EASMC