

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

OCCUPATIONAL THERAPIST – INFANTS AND TODDLERS

POSITION: Occupational Therapist - Infants and Toddlers
(ten-month assignment)

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 needs of children and families enrolled in the Infants and Toddlers Program

ESSENTIAL FUNCTIONS:

- Assessment and evaluation of child and family needs
- Participation in IFSP meetings
- Development of IFSPs including child and family outcomes
- Collaborative consultation with families. and team members

DUTIES AND RESPONSIBILITIES:

- Utilize Evidence-Based Practices to support children (ages 0-4), who are enrolled in the Infants and Toddlers Program, and their families
- Complete logs and compliant submissions for attendance and Medical Assistance;
- Embrace the Primary Service Provider Model as implemented by St. Mary's County Infants and Toddlers;
- Maintain individual student data to measure progress on Individualized Family Service Plan
- Conduct team, staff and parent training and coaching
- Diagnose student fine motor and sensory needs through analysis of test results, observations, and information from families and share strategies to support skill development to families and staff
- Develop and implement IFSP outcomes for children to provide access to learning that will lead to school readiness
- Train families and staff on the effective implementation of developmentally appropriate activities
- Serve as a resource person to staff and families in the development and selection of materials to address the needs of children for developmentally appropriate skills;
- Re-view and edit the Individual Family Service Plan
- Maintain accurate data for children and families
- Participate in Primary Service Provider Meetings and provide collaboration and support to educators, physical therapists, and speech pathologist on the team
- Ongoing supervision of occupational therapy students for short term placements, as needed;
- Monitor and maintain all local, state, and federal timelines for all children and families on the provider's caseload; 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 for ten-month employees.

BARGAINING UNIT ELIGIBILITY: EASMC

06.15.2023