

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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

- Provides cohesive, well-planned lessons and strategies to address occupational needs of students
- Completes logs and compliant submissions for attendance and Medical Assistance
- Maintains individual student data to measure progress on Individual Education Program (IEP/IFSP goals, objectives, and outcomes)
- Develops long- and short-term learning goals and instructional supports
- Conducts team, staff, and parent training when appropriate to student progress
- Diagnoses 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
- Develops and trains staff and students on the effective implementation of sensory supports
- Consults with teachers and parents regarding the various aspects of motor and sensory skills development and the impact on achievement
- Serves 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-evaluates and updates individual therapy programs
- Maintains accurate data for individual student interventions

- Participates in IEP/IFSP Team Meetings and Pupil Services Team Meetings (PST) for students with motor and sensory impairments
- Submits required and compliant logs and Medical Assistance billings monthly
- Supervises occupational therapy students for short term placements, as needed
- Supervises certified occupational therapy assistants (COTA) as determined by DHMH and MSDE guidelines and standards
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Possess a license as established by the Maryland Board of Occupational Therapy Board of Examiners

Preferred:

National Board for Certification in Occupational Therapy

TERM OF EMPLOYMENT:

Full-time ten-month position

SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC Specialist Career Ladder for ten-month employees

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 7.2024, 04.2025