

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

OCCUPATIONAL THERAPIST -INFANTS AND TODDLERS 11-MONTH

POSITION: Occupational Therapist Infants and Toddlers 11-Month

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:

- 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
- 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
- Knowledge of developing and implementing Individualized Family Service Plans

DUTIES AND RESPONSIBILITIES:

- Utilizes 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
- Embraces the Primary Service Provider Model as implemented by St. Mary's County Infants and Toddlers
- Maintains individual student data to measure progress on Individualized Family Service Plan
- Conducts team, staff and parent training and coaching
- Diagnoses 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
- Develops and implements IFSP outcomes for children to provide access to learning that will lead to school readiness
- Participates in IFSP meetings
- Trains families and staff on the effective implementation of developmentally appropriate activities
- Serves 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-views and edits the Individual Family Service Plan

- Maintains accurate data for children and families
- Participates in Primary Service Provider Meetings, and provides collaboration and support to educators, physical therapists, and speech pathologist on the team
- Provides ongoing supervision of occupational therapy students for short term placements, as needed
- Monitors and maintains all local, state, and federal timelines for all children and families on the provider's caseload
- Performs other related and non-related 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 eleven-month position

SALARY GRADE RANGE: The salary for this EXEMPT position will be based on EASMC Specialist Career Ladder for eleven-month employees

BARGAINING UNIT ELIGIBILITY: EASMC

Updated 7.2024, 05.2025