Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Occupational Therapist

Reports To: Director of Student Support Services

Qualifications: Bachelor's or Master's Degree in Occupational Therapy

LICENSURE AND CERTIFICATION REQUIREMENTS:

Appropriate licensure in the state of New Hampshire

Necessary Knowledge, Skills and Abilities:

Knowledge in the areas of motor development, sensory development, visual perception development, good knowledge base of adaptive equipment, awareness of NH laws and rules/regulations for special education and 504.

Physical Demands: NA

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

General Duties & Responsibilities: Except as specifically noted, the following functions are considered essential to this position:

1. To provide assessment in motor areas by both screening procedures and complete evaluations.

2. To create or modify special devices to assist a student with physical or sensory disabilities in related activities.

3. To plan and evaluate goal-directed, developmentally sequenced activities for the correction of perceptual, sensory, motor, or self-care deficits.

4. To consult with classroom teachers, parents, specialists and other therapists regarding programming for students.

5. To implement treatment and intervention to students individually or in small groups.

6. To develop home-based programs or classroom intervention programs.

7. To monitor students' progress in classroom or home-based programs.

8. To serve as a member of the Childfind Teams/screenings for the preschool population.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

9. To apply specialized knowledge and skills in the area of occupational therapy to the collaborative planning, implementation, and evaluation of a student's individualized program.

10. To maintain an annual list of referred, screened, and eligible students.

11. To provide, when appropriate, workshops and consultation to the school district staff regarding occupational therapy development, strategies for teaching the identified student within the classroom, and interpretation of diagnostic materials.

12. To provide information, support, and counseling to parents and families when appropriate.

13. To assist in the development of the annual budget for occupational therapy services and to requisition needed supplies for servicing students and maintaining equipment.

14. To supervise a paraprofessional or Certified Occupational Therapy Assistant, if necessary, at least once a week to include: monitoring of the students' progress and behavior, consultation and planning weekly, and reporting to the immediate supervisor important data or appropriate information.

15. To develop an appropriate plan of professional development.

16. To perform other appropriate duties assigned by the Director of Student Support Services.

Evaluation: Evaluation will be completed by the Director of Special Services prior to April 1st. Evaluation will be based on professional performance and effectiveness in carrying out the responsibilities of the position as defined.