

**MSAD #28
JOB DESCRIPTION**

OCCUPATIONAL THERAPIST REGISTERED/LICENSED (OTR/L)

QUALIFICATIONS:

1. Licensed as an Occupational Therapist by the state of Maine

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of screening, assessment, evidenced based intervention, and documentation services
2. Knowledge of student eligibility guidelines
3. Skill to provide interventions that reflect current practice norms to meet students identified needs
4. Skill in communication strategies for varied target groups, including parents and school personnel
5. Ability to manage budgets and resources, including appropriate assessment materials, treatment supplies, and equipment
6. Ability to manage time to handle caseloads, schedule and conduct paraprofessional training

REPORTS TO: Director of Student Special Services

JOB GOAL: To provide appropriate services through an established plan of care for the special needs student to maximize independent function in the school setting.

PERFORMANCE RESPONSIBILITIES:

1. Contribute to the evaluation/reassessment process.
2. Plan intervention and service delivery programs to meet student's individual needs.
3. Prioritize and implement appropriate interventions, reflective of established goals and objectives to meet students' targeted needs.
4. Provide information and consultative services to appropriate personnel and parents in support of students with disabilities.
5. Provide effective verbal and written communications to administrators, teachers, parents and other community agencies.
6. Establish yearly budget to manage resources, treatment supplies, and equipment.
7. Complete all paperwork, including IEP goals, progress notes, and required paperwork for insurance billing in timely and accurate manner in accordance with special education regulations.
8. Perform other duties and responsibilities as may be assigned by the Director of Student Special Services and/or Designee.

9. Maintain professional expertise through continued education as necessitated by licensure and as appropriate for provision of specific treatments; comply with federal and state professional requirements.

PHYSICAL REQUIREMENTS

Light Work: Exerting up to 40 pounds of force occasionally and/or up to 10 pounds of forces as frequently as needed to move objects.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.
5. Demonstrate the ability to communicate effectively.

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board’s policy on the evaluation of personnel.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

History: Approved: 06/19/13

Approved: May 19, 2021