

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Occupational Therapist

REPORTS TO: Director of Special Education and Building Principal

JOB GOAL: To assess and facilitate development and rehabilitation of students who demonstrate or are suspected of motor, sensory processing, and/or visual-motor integration disabilities which interfere with their ability to perform daily life activities or participate in necessary or desired occupations.

QUALIFICATIONS:

1. Master's degree from accredited Occupational Therapy program
2. Initial Certification from NBCOT
3. Current State of Maine OT licensure
4. Criminal History Record Check certified
5. School-Based OT experience preferred

PERFORMANCE RESPONSIBILITIES:

Identification, Evaluation, and Planning:

1. Collaborates with other disciplines to ensure team understanding of student occupational performance strengths and needs through evaluation, education program planning, and service delivery.
2. Evaluates the student's ability and formulates the student's occupational profile through a variety of functional, behavioral, and standardized assessments, skilled observation, checklists, histories, and interviews.
3. Synthesizes evaluation results into a comprehensive written report which reflects strengths and barriers to student participation in the educational environment, directs program development, and guides evidence-based intervention.
4. Develops occupationally based intervention plans based on student needs and evaluation results.
5. Participates in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans and intervention plans to achieve IEP goals.

Service Delivery:

1. Provides targeted, evidence-based therapeutic intervention to facilitate student participation and occupational performance within the school environment.
2. Consults with the school-based team to achieve student outcomes.
3. Adapts and modifies the environment, including assistive technology and training instructional staff to meet individual needs and to help students function as independently as possible.
4. Educates student, educational personnel, and family to facilitate skills in areas of occupation as well as health maintenance and safety.

5. Monitors and reassesses the effects of occupational therapy intervention and the need to continue, modify, or discontinue intervention.
6. Documents occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate.

Program Administration:

1. Prioritizes and schedules work tasks independently.
2. Manages inventory of therapeutic equipment and assessments, and project needs for budget planning.
3. Maintains clinical and administrative records in accordance with professional standards, state guidelines, and school system policy.
4. Adheres to federal and state legislation, regulation, and policies that affect occupational therapy practice.
5. Reviews occupational therapy services for quality improvement and makes changes as needed to ensure quality of services.

Education:

1. Teaches, monitors, and collaborates with educational personnel, community agencies, parents, and students to increase understanding of the student's occupational performance.
2. Provides continuing education and in-service for educational personnel, parents, and community based service providers.
3. Provides fieldwork education and supervision for occupational therapy students.

Professional Growth and Ethics:

1. Participates in continuing education for professional development to ensure practice consistent with best practice.
2. Uses professional literature, evidence based research, and continuing education content to make practice decisions.
3. Uses professional Code of Ethics and standards of practice to guide ethical decision making in practice.
4. Performs all other related duties as assigned by the Director of Special Education and Principal.

TERMS OF EMPLOYMENT:

Per negotiated Augusta Education Association agreement

Evaluation: Performance for this position will be evaluated by the Special Education Director, based on the role description and on goals established on a yearly basis.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.

Approved by: 
Superintendent of Schools

Date: 12/8/15