

Litchfield School District - SAU 27

POSITION TITLE: OCCUPATIONAL THERAPIST

Job Description Approved By: *Litchfield School Board*

Date: 7/6/05

General Purpose: The Occupational Therapist will perform the duties of a related service provider as defined in NH RSA 186. The Occupational Therapist will assist the student, and staff, in the design of specialized equipment and the retraining of skills that will enable the student with special needs to function in the classroom. The Occupational Therapist will facilitate and promote optimum independence of the student through adaptive skills and effective functioning in the school environment.

Reports to: Director of Special Services

Supervises: Certified Occupational Therapy Assistant

POSITION DUTIES AND 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.
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 Special 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.

TERMS OF EMPLOYMENT:

Contracted 187 days; exempt

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's or Master's Degree in Occupational Therapy

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.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Appropriate licensure in the state of New Hampshire

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Occasionally required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Occasionally required
4. Lift over 50 lbs:	Rarely required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Rarely required
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Frequently required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, postage meter, calculator

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Frequently required
4. Squatting:	Frequently required
5. Kneeling:	Frequently required
6. Crouching:	Frequently required
7. Climbing:	Frequently required
8. Balancing:	Frequently required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8

Work Performed: Inside: 100%
Outside: Up to 10%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, and the community.

Summary of Occupational Exposures:

May be exposed to inappropriate student behaviors (i.e. kicking, biting, hitting, spitting, pinching.)

Other Considerations and Requirements:

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is required to do some lifting, especially of wheelchair bound students, students on/off of sensory swings, wheelbarrow walks, and pull/push students on scooter boards. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law. Employee must pass background check to enable bonding by the district’s liability insurance carrier.