

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Occupational Therapist

QUALIFICATIONS:

Education/Certification:

1. Bachelors or Masters degree completed by an accredited college/university
2. National certification (NCBOT)
3. State of Maine Licensure
4. Hold a valid State of Maine Criminal History Records Check Approval

Special Knowledge/Skills:

1. Sensory Integration
2. Pediatric development
3. Specialized evaluation administration (BOT-2, TVPS-3, TVMS, VMI, PDMS-2)
4. Excellent skills in communicating and collaborating with staff

REPORTS TO: Director of Instructional Support, and Building Principal

JOB GOAL: Promote the improvement of sensory and motor skills for students as they pertain to academic and daily living functioning.

PERFORMANCE RESPONSIBILITIES:

The Occupational Therapist's responsibilities shall include, but not be limited to, the following as requested and/or directed:

1. Evaluation of motor skills, visual skills, perception, sensory motor, and graph motor skills.
2. Treatment to students with a variety of neurological and behavioral diagnoses (within the OT room and in the classroom).
3. Consultation with teachers, paraprofessionals, specialized service providers, and parents.

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Occupational Therapist (continued)

4. Provide in servicing to teachers, paraprofessionals, specialized service providers, and parents.
5. Attend continuing education seminars/classes to keep up to date with current practices and technology in the field
6. Attend weekly pre-referral team meetings (TAT, SAT, PST)
7. Perform student observations as needed.
8. Co-treatment with Speech & Language, Physical Therapy, and Social Work.
9. Meet with Director of Instructional Support as needed.

TERMS OF EMPLOYMENT:

Salary, benefits and work year in accordance with recommendations established by the Superintendent of Schools.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly action plans and job goals are met. The Director of Instructional Support will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

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Occupational Therapist (continued)

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