

Qualifications:

- Valid Montana Occupational Therapist licensure
- Preferred: Previous experience as a school occupational therapist working with diverse populations
- Preferred: Knowledge regarding a wide variety of assistive technology
- Preferred: Knowledge of sensory processing issues and design of “sensory diets”
- Preferred: Knowledge of team-based evaluation for Autism Spectrum Disorders

Job Goal:

To improve learning outcomes, the occupational therapist provides screening, evaluation, therapeutic intervention, and team-based educational program planning for students identified with or suspected of having fine motor, visual-motor, visual-perceptual, and/or sensory processing difficulties that significantly impact educational performance.

Performance Responsibilities:

Identification, Evaluation, and Planning

- Evaluates preschool through 12thgrade students through a variety of functional, behavioral, and standardized assessments, skilled observation, checklists, histories, and interviews.
 - Evaluates for fine motor, visual-motor, and visual-perception deficits
 - Performs sensory processing evaluations and helps to develop “sensory diets”
 - Performs evaluations for assistive technology
 - Assists in the evaluation of students suspected of autism spectrum disorder
 - Assists in vocational assessments for students transitioning out of high school
- Synthesizes evaluation results into a comprehensive written report which reflects strengths and barriers to student participation in the educational environment; provides practical and educationally-relevant recommendations for evidence-based intervention
- Participates in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, and offer practical educationally-based recommendations for Individualized Education Plan goals and services

Service Delivery

- Provides targeted, evidence-based therapeutic individual and/or group interventions
- Consults with the school staff, parents, and outside agencies to achieve positive student outcomes.
- Adapts and modifies the environment, including assistive technology and sensory aides; provides staff training on its proper use
- Keeps on-going data to monitor and reassess the effects of occupational therapy interventions and the need to continue, modify, or discontinue intervention.
- Documents occupational therapy services to ensure accountability of service provision and to meet standards for Medicaid reimbursement of services, as appropriate.
- Teletherapy is not commonly practiced but may be called for under extenuating circumstances

Program Administration and Management

- Prioritizes and schedules work tasks independently in order to meet mandatory deadlines.
- Maintains clinical and administrative records in accordance with professional standards, state guidelines, and school system policy.
- Uses data management systems such as Infinite Campus; may use software or internet-based scoring for tests (when available and preferred over manual scoring)

Professional Growth and Ethics

- Uses professional literature, evidence based research, and continuing professional development to make practice decisions.
- Follows professional Code of Ethics, standards of practice, and OPI guidelines
- Adheres to and enforces federal and state regulation and policies, district rules, employee handbooks, district administrative regulations, and board policy.

Reports to: District special education coordinator. In addition, an Occupational Therapist, as are all district employees, is under the general supervision of the District Superintendent.

Terms of Employment: Hours are negotiable, but ability to provide services 16 to 40 hours/week preferred. Salary, benefits, and other working conditions as negotiated by the Frenchtown Public Schools Board of Trustees.

For those employees hired under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

It is the prerogative of the District to assign staff so as to best meet the needs of the District

Updated 3/10/21