



## **ALDO LEOPOLD CHARTER SCHOOL**

### **OCCUPATIONAL THERAPIST JOB DESCRIPTION**

**JOB TITLE:** Occupational Therapist (OT)

**REPORTS TO:** Special Education Director

**JOB OBJECTIVE:** The Occupational Therapist is responsible for implementing intervention and therapy regarding students' fine and gross motor skills and functional abilities (e.g., perceptual-motor, hand functions, motor coordination, sensory development, muscle strength, etc.)

#### **MINIMUM QUALIFICATIONS:**

- Valid New Mexico department of education license/certificate appropriate for the position.
- A record free of criminal violations that would prohibit public school employment.
- Adheres to the Licensure Code of Professional Conduct for New Mexico Educators.

#### **LICENSURE/CERTIFICATION/QUALIFICATION:**

- Current and valid OT license
- Prior Experience in a school setting preferred
- Experience assessing and selecting assistive technology in a school setting.
- Experience in IDEA policy and procedures.

**ESSENTIAL FUNCTIONS:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Adapts school and classroom environment, tools, and materials for the purpose of improving student functioning and facilitating student access to curricular and instructional activities.
- Assessing students' fine motor, and development skills (e.g., oral motor, sensory integration, motor planning, developmental function, activities of daily living, fine motor function postural tone, etc.) for the purpose of determining their deficits and developing recommendations.
- Attends meetings and workshops (e.g., IEPs, training, team meetings, conferences, meetings with outside agencies, etc.) for the purpose of conveying and/or receiving information, including best practices for school OT delivery.
- Consults with physical therapists, speech therapists, teachers, educational assistants, families, etc. for the purpose of providing requested information, reviewing/revising students' occupational therapy goals/objectives, developing plans for services and/or making recommendations to implement goals.

- Implements therapeutic activities and instructs students, teachers, parents, and other involved persons (e.g., positioning, adjusting special equipment, etc.) for the purpose of providing appropriate care to students and/or supporting the student's IEP plan for use in the classroom.
- Maintains files and/or records (e.g., progress reports, activity logs, etc.) for the purpose of documenting activities and/or ensuring an up-to-date trail for compliance with various state, federal, and administrative regulations.
- Maintains treatment equipment and supplies in clean and proper working condition for the purpose of implementing motor/therapy goals.
- Prepares written materials (e.g., activity logs, progress notes, reports, memos, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information (e.g., student performance data, clinical feedback, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Provides direct occupational therapy services to students according to IEP goals for the purpose of ensuring compliance with established practices and procedures.
- Ability to establish working relationships with co-workers and function as part of a cohesive team.
- Commitment to keep current with skills essential to the objectives of the position.
- Ability to facilitate student/family access to appropriate community resources.
- Knowledge of FERPA, HIPPA, and maintaining student confidentiality
- Knowledge of New Mexico's Academic Content Standards rules and regulations regarding occupational therapy as both a program and related service option and IDEA and the IEP process
- Knowledge of current testing programs, mandated assessment tools and current educational issues and best practices
- Knowledge of effective intervention strategies
- Ability to recognize student strengths and weaknesses
- Ability to analyze and interpret assessment data and maintain accurate records student records
- Ability to collaborate with teachers and students to demonstrate ways of supporting students in the regular classroom and in non-traditional settings

**PERFORMANCE EVALUATION:** Job performance is evaluated according to policy provisions and contractual agreements adopted by ALCS Director of Special Education.

The ALCS School District is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.