

Job Title: **REGISTERED OCCUPATIONAL THERAPIST**

Qualifications: Possess a current valid N.H. State License in Occupational Therapy. Must maintain licensure during employment. Bachelor or Master's degree or certificate in Occupational Therapy from an accredited school approved by AOTA (Am O.T. Assoc).

Knowledge of and interest in early intervention, growth and development; Autism Spectrum Disorders; Sensory Integration; Mental Retardation; Learning Disabilities; Developmental Delays; Vocational; and other developmental, mental health, and educational differences.

Possess a genuine desire to work with all students; be sensitive to and skills in, working with a diverse student population. Must be organized, flexible, and creative; possess good time management skills and have excellent written and oral communication skills.

Position requires a valid driver's license.

Reports to: Director of Student Services
Supervises: Certified Occupational Therapy Assistant (COTA)

Type of Position: 10 Month (183 days) **Wage:** Contract

Hours per week: Nonexempt

Responsibilities:

- Will conduct initial and triennial occupational therapy assessments through the Special Education Process and provide written reports. In addition to home based schools, Occupational Therapists may be asked to assess students who are placed in out-of-district schools/area preschools within their sending district.
- Will perform as a team member within the educational environment of assigned schools, to include consultations, and development of treatment plans, meetings, and therapy for students.
- Will assess the student's rate and quality of growth and development based on appropriate subjective and objective measurements and plan a treatment program accordingly.
- Will implement a treatment program to achieve established goals and objectives and develop programs appropriate for the individual child.
- Will provide consultative and advisory services to the family, educational staff, health care agencies, and interested community organizations.
- Will maintain written records and submit reports for each child in a timely manner to include evaluation/screening reports, Individual Education Plans, and triennial/quarterly progress reviews.
- Will provide services to students with disabilities in accordance with (IDEA) Individuals with Disabilities Education Improvement Act of 2004.
- May provide consultation and limited therapy to non-identified students if said services reduce/prevent the need for further special education identification. (Upon approval from building principal, 504 Plan Coordinator and parent/guardian).
- Will adhere to New Hampshire Code of Professional Conduct per New Hampshire State Board of Registration in Medicine.
- Will supervise Certified Occupational Therapy Assistant as necessary and in accordance with the New Hampshire Board of Registration in Medicine.
- May supervise students during fieldwork from an approved school of occupational therapy.
- Will comply with other required documentation in a timely manner per Winchester School District to include but not be limited to: Medicaid sheets, expense vouchers, mileage and attendance forms, continuing education paperwork and renewal of license notification.
- May provide services to students in home-based/Charter School settings;
- Will order, transport and maintain equipment/supplies to school and home based settings as appropriate.
- Will perform other duties as directed by the Director of Student Services.

REVIEWED BY	Title
APPROVED BY	Title

DATE POSTED

DATE HIRED

EVALUATION: Performance of this job will be evaluated by the Director of Student Services

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: Frequently required
Lift up to 25 lbs: Frequently
Lift 26 to 50 lbs: Occasionally
Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
CARRY 11 to 25 lbs: Frequently
CARRY 26 to 50 lbs: Occasionally
CARRY over 50 lbs: Rarely

REACH above shoulder height: Frequently
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Frequently

**DURING AN EIGHT HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	6
Stand: 1	1
Walk: 1	1

OTHER PHYSICAL CONSIDERATIONS

Twisting: Frequently
Bending: Frequently
Crawling: Frequently
Squatting: Frequently
Kneeling: Frequently
Crouching: Frequently
Climbing: Frequently
Balancing: Frequently

WORK SURFACES: (describe)

Floor, table
Mats, Chairs
Desk, playground
Office equipment, computer

HAND MANIPULATION

Grasping:	Frequently
Handling:	Frequently required
Torquing:	Frequently
Fingering:	Frequently required

Environment: Inside: 98% Outside: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children
Cleaning products
Valid driver's license required for travel outside office.