JOB TITLE: **Occupational Therapist – Vocational / Life Skills**

JOB SUMMARY: Completes all assigned occupational therapy evaluations, therapeutic services, and consultative services required by the school districts and documented in Individual Education Plans (IEP’s).

EDUCATION: Registered Occupational Therapist licensed with the States of New Hampshire and Maine.

EXPERIENCE: One to three years of experience working with teenagers and/or young adults with significant and multiple disabilities, with special emphasis on Vocational and Functional Life Skill evaluations, intervention, and training within both educational and community settings. Additional experience providing OT services to students in the school-based setting, including supervision of COTAs, overseeing sensory programming, collaborating with vendors to provide appropriate orthotics, and specialty program participation, such as safe-feeding and swallowing, is desired.

PHYSICAL REQUIREMENTS: Free of restrictions which would limit the use of the body as it relates to the repetitive lifting of weight up to 50 pounds, and physical management of student consistent with CPI training.

OTHER REQUIREMENTS: Valid driver's license, Obtain and maintain certification in First Aid, CPR, and CPI. Participate in professional development as determined by supervisor.

ACCOUNTABILITIES:
1. Provides group and individual therapy sessions for students requiring services as documented in the student's IEP, in partnership with the OT assistant.
2. Maintains up to date occupational therapy evaluations as approved by the school district responsible for student services.
3. Completes quarterly progress reports reflective of IEP objectives.
4. Prepares occupational therapy IEP goals and objectives. Serves as a member of assigned students’ IEP teams.
5. Works closely with and provide training to teachers, educational technicians, parents, and other therapists for each student receiving services.
6. Attends meetings with School staff to update progress.
7. Supervises Certified Occupational Therapist Assistant(s).
8. Oversees prevocational and vocational programs in collaboration with other OT staff.
9. Performs other duties as assigned by the Executive Director.

JOB SUPERVISOR: Executive Director

WORK SCHEDULE: Compensation is based on 35 hours per week during the school year and summer school (207 days). Daily work hours are from 8:00 am until 3:00 pm.

ACKNOWLEDGEMENT: I have read and understand the above job description. Date: _____________

Signature: ____________________________  Printed Name: ____________________________