

Job Description

- JOB TITLE:** **Occupational Therapist**
- 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) and/or Individual Family Service Plans (IFSP).
- EDUCATION:** Registered Occupational Therapist licensed with the States of New Hampshire and Maine.
- EXPERIENCE:** One year of experience working with children with significant and multiple disabilities.
- 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. Have or obtain a National Provider Identifier (NPI) number.
- 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. Completes all documentation, including daily notes, Medicaid documentation, and units of service billing.
 3. Maintains up to date occupational therapy evaluations as approved by the school district responsible for student services.
 4. Completes quarterly progress reports reflective of IEP objectives.
 5. Prepares occupational therapy IEP goals and objectives. Serves as a member of assigned students' IEP teams, including collaborative transition planning.
 6. Works closely with and provide training to teachers, educational technicians, parents, and other therapists for each student receiving services.
 7. Attends meetings with School staff to update progress.
 8. Supervises Certified Occupational Therapist Assistant(s).
 9. Within the bounds of certification / licensure, provides rehabilitative assistance oversight of Teacher Assistants and Paraeducators per NH Medicaid to School regulations.
 10. Oversees prevocational, vocational, and therapeutic gardening programs in collaboration with other OT staff.
 11. Performs other duties as assigned by the supervisor.
- JOB SUPERVISOR:** Director of Related Services
- 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: _____