

OCCUPATIONAL THERAPIST

Job Title:	Occupational Therapist
Initial:	January 23, 2019
Revised:	February 23, 2024
Work Year:	182 days
Office:	Education
Department:	Individualized Education
Reports To:	Director of Special Education or Designee
FLSA Status:	Exempt
Pay Range:	SSP Pay Schedule

Related Organization Chart



POSITION SUMMARY: The Occupational Therapist provides specialized services and programming for students with disabilities who are eligible under the Individuals with Disabilities Act and the Colorado Exceptional Children's Education Act. The Occupational Therapist provides individualized or group instruction to develop educationally related fine motor, visual motor, visual perceptual, sensorimotor, and/or self-help skills as determined by the student's Individual Education Program.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Completes student assessments to determine fine motor, visual motor, visual perceptual, sensorimotor, and/or self-help skills impact on access to school environment and education.
- Prepares for student Individualized Education Program (IEP) meetings through collaboration with staff, interpretation of assessments, and appropriate documentation.
- Actively participates in IEP meetings.
- Attends parent conferences and other meetings as needed.
- Provides direct support to students to address educational needs identified by multidisciplinary team.
- Provides on-going consultation with school staff and parents in support of access to special education programming.
- Prepares reports and other documentation to assure accountability, including Medicaid billing.
- Follows all state and federal regulations related to Special Service Providers.
- Promotes independent functioning within the educational setting as it relates to self-help, feeding/eating,

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

dressing, and toileting.

- Provides specialized in-service training for all school staff upon request or as needed to meet the requirements of the student's IEP.
- Interfaces with outside community agencies and professionals as needed.
- Modifies classroom environments and resources as needed.
- Coordinates and creates a flexible schedule required for multiple service delivery locations and student/staff/school schedules.
- Performs other related duties as assigned.

Supervision & Technical Responsibilities:

- This position has no supervisory responsibilities.

Budget Responsibility:

- This position has no budget responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Bachelor or Master's degree in Occupational Therapy

Experience:

- 3-5 years of experience in an educational setting strongly preferred

Knowledge Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to communicate effectively with various stakeholders.
- Ability to understand and follow complex oral and written instructions.
- Ability to perform responsibilities without the necessity of close supervision.
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, Power Point, and Google Apps.

Certificates, Licenses, & Registrations:

- Holds a Colorado Department of Education Specialized Service Provider license for Occupational Therapist
- Holds Colorado DORA license for Occupational Therapist
- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Must have or be willing to obtain a National Provider Identifier (NPI) number

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.