

**SANBORN REGIONAL SCHOOL DISTRICT  
JOB DESCRIPTION – OCCUPATIONAL THERAPIST**

Job Title	Occupational Therapist (OT)
Supervisor	Building Principal
Qualifications:	Valid OT license from NH Office of Licensed Allied Health Professionals Valid certification of NBCOT (National Board of Certification of Occupational Therapy)
Purpose	The Occupational Therapist provides services for the purpose of promoting health and wellness in the areas of motor development, sensory development, and visual perception development. The Occupational Therapist will assist the student, and staff, in the design of specialized equipment and the retraining of skills that will enable the student with special needs to function in the classroom. The Occupational Therapist will facilitate and promote optimum independence of the student through adaptive skills and effective functioning in the school environment.
Performance Responsibilities	<ul style="list-style-type: none"> <li>● Use assistive technology/equipment, environmental modifications, and/or adaptive curricular activity to support optimal student performance, foster development, or compensate for reduced functioning.</li> <li>● Demonstrate knowledge of federal, state, community, and school district special education rules, regulations, policy, and laws for students with IEPs and 504 plans and keep abreast of current occupational therapy practices and changing special education legislation.</li> <li>● Provide, when appropriate, workshops and consultation to the school district staff regarding occupational therapy development.</li> <li>● Plan and evaluate goal-directed, developmentally sequenced activities for the correction of perceptual, sensory, motor, or self-care deficits.</li> <li>● Consult with classroom teachers, parents, specialists and other therapists regarding programming for students.</li> <li>● Prepare annual IEP objectives in occupational therapy services for assigned groups of students.</li> <li>● Implement treatment and intervention to students individually or in small groups.</li> <li>● Monitor student progress and report out progress on progress reports.</li> <li>● Attends IEP meetings as needed.</li> <li>● Advises instructional teams as to the appropriate nature of occupational therapy services for particular students.</li> <li>● Maintain an annual list of referred, screened, and eligible students.</li> <li>● Provide support in the areas of Sensory/Fine/Visual Motor &amp; Developmental Gross Motor, Daily Living Skills(ADLs).</li> <li>● Maintain confidentiality and ethical standards of conduct.</li> <li>● Complete Medicaid records, as necessary.</li> <li>● Complete a comprehensive diagnostic assessment through formal and informal evaluation and observation of those students who have been identified as having a possible educational disability.</li> <li>● Serve on a multidisciplinary team for the identification of a student with a suspected educational disability.</li> <li>● Collaborate with the student's parents and teachers in planning, writing, and monitoring the student's Individual Education Plan.</li> <li>● Supervise a paraprofessional or Certified Occupational Therapy Assistant, if necessary, at least once a week to include: monitoring of the students' progress and behavior, consultation and planning weekly, and reporting to the immediate supervisor important data or appropriate information.</li> <li>● Other duties as assigned by the building level Principal and/or Director of Student Services.</li> </ul>

Physical Demands	Occasionally must be able to lift up to 50 pounds and push up to 50 pounds (on wheels). Must be able to hear staff on the phone and those who are served in-person, and speak clearly in order to communicate information to clients and staff. Must have vision with or without lenses adequate to read print and computer screens, forms and documents. Must have high manual dexterity. Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn, finger and feel.
Work Environment	Noise level in the work environment is usually average. Standard office desk and chair. Carpeted and tile floors. May be exposed to cleaning fluids and copier toner. This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.
Terms of Employment	Covered under the SREA Collective Bargaining Agreement
Evaluation	Evaluation by the Building Principal in accordance with district policies

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, or requirements.*

*The Sanborn Regional School District is an Equal Opportunity Employer that ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, or disability.*

*September, 2022*