

MANCHESTER PUBLIC SCHOOLS

OCCUPATIONAL THERAPIST

TITLE: Occupational Therapist

QUALIFICATIONS: Bachelors Degree from an accredited occupational therapy program.
Licensed in the State of Connecticut.

REPORTS TO: Director of Pupil Personnel Services

JOB GOAL: The Occupational Therapist is responsible for assessments, planning, and goal development, and for providing appropriate intervention service designed to enhance the student's potential for learning; to assist the student in acquiring those functional performance skills needed to participate in and benefit from the educational environment; to help the student function independently; and, to positively effect the student's overall school performance.

GENERAL RESPONSIBILITIES: The Occupational Therapist's responsibilities include but are not limited to the following:

A. Professional Skills:

1. Provides classroom observations, screenings and a comprehensive diagnostic evaluation through the administration and interpretation of tests.
2. Provides written and oral reports on the evaluation results making recommendations for educational interventions to staff, parents and students.
3. Develops and provides an appropriate intervention program to meet the individual needs of occupational therapy students.
4. Conducts treatment/management program and procedure in coordination with the student's total educational program.

B. Professional Relationships:

1. Attends and participates in educational planning meetings for students considered for special education programs.
2. Communicates medical information received from outside agencies as it pertains to occupational therapy.
3. Provides consultative services to teachers and related school personnel regarding student's occupational therapy performance.
4. Initiates referrals to other professionals or services as appropriate.

5. Maintains on-going records for each student receiving occupational therapy.
 6. Maintains confidentiality with respect to students and their records.
 7. Attends staffing and other school meetings as appropriate.
 8. Performs other duties and responsibilities as directed by the administration.
- C. Professional Development: The Occupational Therapist will demonstrate professional development by:
1. Keeping abreast of professional development through active participation.
 2. Sharing information regarding one's professional area with others.