

**Job Title: REGISTERED OCCUPATIONAL THERAPIST**

**Qualifications:** Possess a current, valid New Hampshire State License in Occupational Therapy and complete necessary education related classes to maintain said licensure during employment.

Bachelor or Master's degree or certificate in Occupational Therapy from an accredited school approved by the AOTA (Am O.T. Association).

Knowledge of and interest in early intervention, growth and development; Autism Spectrum Disorders; Sensory Integration; Mental Retardation; Learning Disabilities; Developmental Delays; Vocational; and other developmental, mental health, and educational differences.

Posses a genuine desire to work with all students; be sensitive to and skilled in, working with a diverse student population.

Must be organized, flexible, and creative; possess good time management skills and have excellent written and oral communication skills.

Position requires a valid driver's license

**Reports to:** Director of Student Services

**Job Goal:** To provide occupational therapy to coded and non-coded students within the district.

**Supervises:** None

**Type of Position:** 188 days (1/2 shared position with Winchester)

**Wage:** Contract

**Hours per week:** Nonexempt

**Responsibilities:**

- Conduct initial and triennial occupational therapy assessments through the Special Education Process and provide written reports. In addition to home based schools, Occupational Therapists may be asked to assess student who are placed in out-of-district schools/area preschools within their sending district
- Perform as a team member within the environment of assigned schools, to include consultations, and development of treatment plans, meetings, and therapy for students
- Assess the student's rate and quality of growth and development based on appropriate subjective and objective measurements and plan a treatment program accordingly
- Implement a treatment program to achieve established goals and objectives and develop programs appropriate for the individual child
- Provide consultative and advisory services to the family, educational staff, health care agencies, and interested community organizations
- Maintain written records and submit reports for each child in a timely manner to include evaluations/screening reports, Individual Education Plans and triennial/quarterly progress reviews
- Provide services to students with disabilities in accordance with (IDEA) Individuals with Disabilities Educational Improvement Act of 2004
- Provide consultation and limited therapy to non-identified students if said services reduce/ prevent the need for further special education identification ( Upon approval from building principals, 504 Plan Coordinator and parent/Guardian)
- Adhere to the New Hampshire Code of Professional Conduct per New Hampshire State Board of Registration in medicine.
- Supervise Certified Occupational Therapist Assistants as necessary and in accordance with the New Hampshire Board of Registration in medicine
- Supervise students during field work from an approved school of occupational therapy
- Comply with other required documentation in a timely manner per the Hinsdale School District to include but not limited to: Medicaid sheet, expense vouchers, mileage, and attendance forms, continuing education paperwork and renewals of license notification
- May provide services to students in home-based/Charter School settings
- Order, transport and maintain equipment./supplies to schools and home based settings as appropriate
- Will perform other duties as directed by the Director of Student Services

**EVALUATION: Performance of this job will be evaluated by the Director of Student Services**

**PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**

**PRIMARY PHYSICAL REQUIREMENTS**

Lift up to 10 lbs: Frequently required  
Lift up to 25 lbs: Occasionally  
Lift 26 to 50 lbs: Rarely  
Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required  
CARRY 11 to 25 lbs: Occasionally  
CARRY 26 to 50 lbs: Rarely  
CARRY over 50 lbs: Rarely

REACH above shoulder height: Occasionally  
REACH at shoulder height: Frequently required  
REACH below shoulder height: Frequently required  
PUSH/PULL: Occasionally

**DURING AN EIGHT HOUR DAY,  
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

**OTHER PHYSICAL CONSIDERATIONS**

Twisting: Occasionally  
Bending: Occasionally  
Crawling: Rarely  
Squatting: Rarely  
Kneeling: Rarely  
Crouching: Rarely  
Climbing: Rarely  
Balancing: Rarely

**WORK SURFACES:** (describe)

Composite desk  
Carpet/tile floors  
Computer keyboard/screen

**HAND MANIPULATION**

Grasping:	Occasionally
Handing:	Frequently required
Torqueing:	Occasionally
Fingering:	Frequently required

**Environment: Inside: 98%      Outside: 2%**

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

**SUMMARY OF OCCUPATIONAL EXPOSURE**

Bacterial and viral infections carried by children  
Cleaning products