



Occupational Therapist Job Description

Reports to: Director of Education

Performance Review Date: Annual

Number of contract days per year: 190

Classification: Salary, Exempt

Position Objective:

The role of the Occupational Therapist is to use purposeful, goal directed activities and task analysis to enable a child with a disability to benefit from their Individualized Education Program (IEP). Federal law mandates that occupational therapy (OT) in the school system be educationally relevant. The focus of OT services in a school setting is to promote functional independence or participation within the educational environment. Occupational therapy services may be delivered directly to the child, on behalf of the child (consultation with parents and teachers) or through modifications and support for school personnel that will be provided for the child (training for staff).

Minimum Qualifications:

- Must hold a Special Service Provider License from the Colorado Department of Education or be eligible for a three year Special Service Provider Licensed
- Must be certified by the National Certification Board of Occupational Therapists (NCBOT) and Department of Regulatory Agency (DORA) prior to hire.
- Experience working in a school setting preferred

Special Knowledge/Skills

- Commitment to the mission, vision, and the Core Principles of Public Waldorf Education
- Personal and professional commitment to advancing diversity, equity and inclusion
- Robust interpersonal, conflict resolution, and communication skills
- Dedication to collaboration in working with administrators, faculty, staff, students, caregivers, and

Position Responsibilities:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be

assigned.

- Facilitate any or all of the following areas that may interfere with a child's educational performance: self-help skills (feeding, dressing, hygiene); fine, gross and visual motor skills; sensory processing and visual processing skills; positioning, functional mobility and transitions; functional communication through alternative methods; and adaptive devices/equipment and using educational tools/toys.
- Administer and interpret educationally relevant assessments to determine why a problem is occurring and identify possible solutions.
- Provide consultation services to educational personnel, families and other medical personnel as needed.
- Participate on a multi-disciplinary team in the development of a student's IEP.
- Communicate effectively both verbally and in written form to coordinate services.
- Consult with school personnel regarding best practices for the classroom; collaborate with school personnel to design, implement and coordinate individualized educational programs.
- Use a problem-solving process and participate in professional development opportunities.
- Input information into ezEDMed system for reimbursement purposes.
- Other duties as assigned.

Professionalism

- Demonstrate high standards for professional conduct.
- Maintain strict confidentiality.
- Model a restorative mindset and healthy, respectful, working relationships.
- Link professional growth to professional goals.
- Build and maintain effective partnerships with stakeholders.
- Be committed to working on a team within a shared leadership model.
- Promote a positive, creative, dynamic, collaborative, and productive work environment.
- Seek and respond to feedback.

NOTE: The Mountain Phoenix Community School Governing Council is an equal opportunity employer. This position description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.