

## Position Title

Occupational Therapist

**Application Deadline**  
3/8/2024

## Required Application Type

Teacher / Admin

## Job Description

### **Performance Responsibilities- Typical Work Activities:**

1. Organize and conduct identification program of students with potential physical difficulties.
2. Evaluate occupational therapy functions.
3. Plan the clinical program for students with disabilities.
4. Implement the clinical program.
5. Comply with State Standards and District Policies in the processes of referral, screening, and placement:
  - a. Follow district procedures for screening, pre-intervention and/or referring students needing an occupational therapy evaluation.
  - b. Complete comprehensive and appropriate evaluations according to State Standards and District Guidelines.
  - c. Provide a complete diagnostic summary report including a summary of evaluation information and educational relevance. Complete IEP paperwork in a timely manner.
  - d. Cooperate with the Individualized Education Plan Committee, recommending/planning for program services in compliance with State Standards.
  - e. When appropriate, make referral for further evaluation.
6. Obtain and use diagnostic information:
  - a. Participate in building committee (e.g., Student Assistance Teams, School Support Team) in order to provide pre-referral interventions, screening, and/or evaluation referral information.
  - b. Administer appropriate assessments for each area of suspected physical.
  - c. Demonstrate understanding and use of the principles of diagnostic evaluation and interpretation.
  - d. Maintain on-going assessment to verify progress toward established goals.
7. Demonstrate program management skills:
  - a. Maintain communication with the building faculty regarding the role of the Occupational Therapist.
  - b. Maintain a physical environment conducive to learning.
  - c. Develop work schedule(s), which will fit the needs of the students, school, and faculty.
  - d. Report to building principal(s) and Director of Special Education.

## 8. Implement Intervention Program.

- a. Develop and maintain the instructional component of the IEP according to the results of the evaluation and on-going assessment of progress.
- b. Develop long-range goals and specific objectives.
- c. Complete daily notes for each student in a timely manner.
- d. Include methods and materials in planning.
- e. Document student progress, attendance, etc.
- f. Use a variety of approaches and materials to address the IEP that are compatible with the student's age, interests, and abilities.
- g. Stay abreast of and implement new instructional strategies.
- h. Attend workshops, in-service training, and University programs to obtain up-to-date information in the area of occupational therapy and maintain required certifications and licensure.
- i. Implement instructional activities in a logical sequence.
- j. Provide therapeutic intervention with students to enhance student performance.

## **Additional Duties and Responsibilities:**

1. Complete Medicaid billing for services provided to students in an efficient, comprehensive, and timely manner.
2. Communicate with families of Belfast Central School.
  - a. Attend student meetings including RTI, IEP, and parent-teacher conferences to discuss a child's progress
  - b. Formally and informally interact with parents on a frequent and regular basis to provide information on their child's progress and to provide support as needed
  - c. Integrate parents' contribution to the curriculum as appropriate
  - d. Serve as a resource person to parents
  - e. Attend Open Houses and other family functions
3. Participate in the governance and evaluation of Belfast Central School.
  - a. Attend and participate in staff meetings to discuss various aspects of the curriculum
  - b. Contribute to the ongoing evaluation and improvement of Belfast Central School
  - c. Administer state-mandated assessments

## **Job Qualifications**

**Minimum Qualifications:** New York State Teacher Certification/ License as an Occupational Therapist

**Reports to:** Building Principal

**Job Category**

Instructional Staff

**Job Location**

Belfast Central School

To get more information or apply go to <https://belfastcsd.recruitfront.com/JobPosting?JID=45622>

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**Belfast Central School**



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