

PLEASE POST

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January 11, 2012

Anticipated Opening

**SAUGUS PUBLIC SCHOOLS
SAUGUS, MASSACHUSETTS 01906**

POST

JOB REFERENCE #2012-279

Title of Position: OCCUPATIONAL THERAPIST/COTA

Work Year: August-June

**Effective Date of
Employment:** 2011-2012 School Year

Salary: COTA \$18 - \$25 per hour
Occupational Therapist \$35 - \$45 per hour

Organizational Relationship

or Line of Authority: Works under the supervision of the Executive Director of Pupil Personnel Services

Job Definition:

Occupational therapy is a related service in which the therapist functions as a member of the inter-disciplinary evaluation team whose purpose is to provide appropriate educational programs for special needs students.

Occupational therapy uses a medically based training to evaluate and apply purposeful goal directed, developmentally sequenced activities to improve the student's ability to access the curriculum. This selection of services is directed at improving, developing, or restoring functions impaired or lost through injury, illness, or deprivation. Modalities used may include physical, sensory, manual, creative, recreational, or play activities.

Statement of Duties:

I. Assessment and Evaluation

A. To provide diagnostic assessments for team evaluations on students ages 3-21 years. Standardized and non-standardized tests and observation are used to evaluate:

1. General Development
 - a. Gross Motor
 - b. Fine Motor
 - c. Adaptive
 - d. Perceptual/Visual Motor
2. Sensory Integration Functions, Postural Reflexes
3. Activities of Daily Living
4. Pre-Vocational
5. Analysis of Factors in Specific Handicapping Conditions
6. Need for adaptive devices

B. To receive and accept referrals from all school personnel, physicians, parents, and outside agencies.

II. Treatment (Direct Service)

A. To provide direct services as recommended by evaluation team in small group sessions. All students receiving direct occupational therapy services must have an IEP and 540 plan with occupational therapy goals and objectives.

III. Indirect Services

A. To consult with evaluation team members, special education teachers, and classroom teachers regarding student programs.

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- B. To consult with pediatricians, neurologists, orthopedists, ophthalmologists, and evaluation teams from hospital based programs regarding student services by O.T. to obtain recommendations for service in school setting.
- C. To maintain a close working relationship with parents.
- D. To attend child study meetings to discuss teacher concerns.
- E. To assign, construct or request appropriate adaptive equipment and devices for students and/or classroom and provide training in its usage to appropriate personnel.
- F. The OTR will provide in-service training or conduct parent workshops on normal growth and development (neuro-motor, sensory-motor, fine, and gross).
- G. The OTR will investigate and visit special needs programs recommended for special needs students as a result of TEAM evaluations (specifically pre-voc.).
- H. The OTR will attend all Sped Department meetings.
- I. The OTR will attend parent meetings when required.
- J. The OTR will attend outside clinic and agency meetings as appropriate.
- K. The OTR will re-evaluate treatment programs to revise goals yearly

Administration:

1. The OTR will request all supplies and materials.
 2. The OTR will maintain current inventory of supplies and equipment.
 3. The OTR will schedule students for evaluation and treatment.
 4. Statistics of all services should be documented weekly/monthly and compiled in an annual report.
- Annual end-of-the-year report will include projected service needs.

Professional Obligations:

1. To supervise COTA'S
2. To supervise OTR students from approved school for three month pediatric affiliations and plan student program. The OTR will maintain good relations with colleges and universities in the area who offer bachelors degrees in OT.
3. To attend staff development and professional seminars to upgrade or maintain professional skills.
4. To plan, promote, or assist in specific school projects such as screening programs.

Documentation:

1. OT evaluations should be filed in accordance with state regulations. Original copy in student file.
2. The OTR will contribute to IEP and write specific and general behavioral objectives and current performance levels.
3. The OTR will write progress notes.
4. The OTR will contribute to and participate in annual reviews and submit revised goals and objectives.
5. The OTR will write IEP modifications as needed.
6. The OTR will maintain background, assessment, and treatment records.

Qualifications:

The occupational therapist must be a graduate with a B.S. or Master's Degree in occupational therapy from an accredited school in occupational therapy and successfully complete AOTA registration requirements and maintain current registration.

Closing Date for Receipt

Of Application: February 1, 2012

Job Reference Number: #2012-279

Please reference Job Posting
Number on Application and
Letter of Intent to:

Judith A. Eldridge
Human Resource Manager
Saugus Public Schools
23 Main Street
Saugus, MA 01906

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