

DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed

JOB TITLE: Student Services – Occupational Therapist – Early Intervention/Early Childhood Special Education

REPORTS TO: MECP Program Administrator

Job Purpose Statement/s: To assess fine motor and adaptive skills of children in Early Intervention/Early Childhood Special Education and to develop and implement instructional/developmental interventions with children and families.

Essential Job Functions:

- Participate as a transdisciplinary team member to complete educational assessments for children and assist in determining eligibility for Early Intervention/Early Childhood Special Education (EI/ECSE) services based on the federal and state laws.
- Case manage assigned children by completing due process forms and developing Individual Family Service Plans (IFSP) based on the educational assessment information and/or periodic reviews.
- Provide quality direct and consultative services based on the IFSP to enhance the child's development.
- Develop appropriate systems to regularly monitor instructional progress and maintain/complete records and reports as required by program procedures and federal and state laws.
- Work as a team member in a supportive role to teachers, educational assistants, COTAs, LPTA, SLPA, families or other caregivers to address each child's needs.
- Completes documentation and billing for Medicaid.
- Attend required meetings

Other Job Functions:

- Participate in ongoing professional development as requested or as approved by the supervisor.
- Adhere to state and Federal laws, and policies and procedures of the district, the department and program.
- Perform other job-related duties as assigned services.

Job Requirements – Qualifications:

Experience Preferred: Graduate of an accredited college of Occupational Therapy. Experience working with young children with special needs (birth through five years of age and their families).

♦ **Skills, Knowledge and/or Abilities Required:**

- **Valid driver's license and vehicle available for on the job use.**
- Ability to lift students according to acceptable risk factors guidelines (up to 40 pounds maximum without additional support). Exact lifting requirements will vary based upon student weight, tone, and transfer positions/space.
- Understanding of typical and atypical child development from birth through five years of age.
- Knowledge of etiology and characteristics of common developmental disabilities and the impact on child's abilities.
- Knowledge of federal and state rules and regulations which apply to the eligibility and provisions of EI/ECSE services.

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- Ability to use good communication skills and productive problem-solving strategies as a collaborative team member.
- Ability to work in partnership with families, mutually exploring options, soliciting input about what they want for their child, and respect their choices.
- Ability to sit for prolonged periods, complete reports and develop an individual family service plan, work independently, be flexible and work under time constraints, and work effectively with staff, families, students and community. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversations, near/far visual acuity/visual accommodation.

Licenses, Bonding and/or Testing Required: Licensure for Occupational Therapy, Criminal Justice Fingerprint Clearance, valid driver's license and evidence of insurability.

Must complete fingerprinting and background check with Oregon Department of Education.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. **Bi-Lingual preferred.**

Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: Salary and work year according to the current contract and school calendar.

Evaluation: Performance of this job will be evaluated each year in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff.

David Douglas School District Drug Testing and Criminal Background Check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

David Douglas School District is An Equal Opportunity Employer

Reviewed and agreed to by:

Employee Signature

Date

c: Administrator
Employee
File