

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE: **Occupational Therapist (OT)**

DEPARTMENT/PROGRAM AREA: Special Education

IMMEDIATE SUPERVISOR: Director of Special Education

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

To provide appropriate high quality intervention services designed to enhance the student's potential for learning. Provision of screening, assessment, development of child centered goals, collaboration with and supervision of COTA's and participation in IEP meetings.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. To work as an occupational therapist in Colorado's public schools, you must (a) maintain current certification by the National Board for Certification of Occupational Therapists, (b) be licensed as an occupational therapist with the Department of Regulatory Agencies (DORA), and (c) have a Special Serves License through the Colorado Department of Education (CDE).
2. Two years previous successful experience in pediatric work and experience in public schools preferred.
3. Demonstrated knowledge of Occupational Therapy practices and technologies in the educational environment preferred.
4. Participate in all opportunities for professional development offered by the BOCES.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

Provide services to address any or all of the following areas that may interfere with a child's educational performance:

- a) Self-help skills (feeding, dressing, hygiene)
- b) Fine and gross motor skills
- c) Sensory processing skills
- d) Visual motor and visual processing skills
- e) Positioning, functional mobility, and transitions
- f) Functional communication through alternative methods
- g) Adaptive devices/equipment and using educational tools/toys

IV. EVALUATION PROCEDURES: The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

The SLV-BOCES is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex, or disability in admission or access to, or treatment or employment in its educational programs or activities which it operates.

Occupational Therapist, (OT)

- VI. **COMPENSATION/TERMS OF EMPLOYMENT:** Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.
- VII. Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

READ AND REVIEWED BY EMPLOYEE ON: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Executive Director Approval

\_\_\_\_\_  
Date