



**OUR MISSION:** Our mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

**OUR VISION:** Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

## **JOB TITLE: OCCUPATIONAL THERPIST**

### **REPORTS TO: Principal**

#### **Education/Certification:**

1. Bachelor's degree required
2. Must be registered as an occupational therapist through NBCOT and licensed in the state of Colorado.
3. Hold appropriate endorsement(s) for Colorado Department of Education

#### **Experience:**

1. Prefer previous experience in school setting, but not required

#### **Specific Capabilities:**

1. Demonstrated knowledge and skill regarding the components of effective and research-based occupational therapy treatment
2. Demonstrated knowledge of developmental needs of students
3. Demonstrated effective written and oral communication skills
4. Evidence of ability to establish and maintain effective, cooperative relationships with school personnel, students and parents
5. Demonstrated understanding and empathy necessary for working with students and parents

## **OT RESPONSIBILITIES**

### **1. Identification, evaluation and planning:**

- a) Collaborates with other disciplines to ensure team understanding of student occupational performance strengths and needs, through evaluation, educational program planning, and service delivery.
- b) Evaluates the student's ability through a variety of functional, behavioral, and standardized assessments, skilled observation, checklists, histories, and interviews.
- c) Synthesizes evaluation results into a comprehensive written report that reflects strengths and barriers to student participation in the educational environment; directs program development; and guides evidence-based intervention.
- d) Develops intervention plans based on student needs and evaluation results. Intervention may occur in groups, 1:1, in an office, or in the classroom.

- e) Participates in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans and intervention plans to achieve IEP or 504 goals.
- f) Coordinates with the IEP or 504 team for the purpose of determining appropriate treatments to meet the needs of specific students and attends IEP or 504 Team Meetings.

## **2. Service Delivery**

- a) Provides targeted, evidence-based therapeutic intervention to facilitate student participation and occupational performance within the school environment.
- b) Consults with the school-based team to achieve student outcomes.
- c) Adapts and modifies the environment including assistive technology and training instructional staff to meet individual needs and to help students function as independently as possible.
- d) Educates student, educational personnel, and family to facilitate skills in areas of occupation as well as health maintenance and safety.
- e) Monitors and reassess the effects of occupational therapy intervention and the need to continue, modify, or discontinue intervention.
- f) Documents occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services as appropriate.

## **3. Program Administration and Management**

- a) Prioritizes and schedules work tasks independently.
- b) Manages inventory of therapeutic equipment and assessments, and project needs for budget planning.
- c) Maintains clinical and administrative records in accordance with professional standards, state guidelines, and school system policy.
- d) Provides legal and ethical supervision of occupational therapy assistant assuming responsibility for the students served by assistant.
- e) Supervises therapy support personnel.
- f) Adheres to federal and state legislation, regulation, and policies that affect occupational therapy practice.
- g) Reviews occupational therapy services for quality improvement and makes changes as needed to ensure quality of services.

## **4. Education**

- a) Teaches, monitors, and collaborates with educational personnel, community agencies, parents, and students to increase understanding of the student's occupational performance.

5. In performing the above duties, work collaboratively in a professional learning community with other teachers, support staff, and others as appropriate, in addressing the needs of students, developing effective practices, and developing and implementing best practices.

6. Actively participates in faculty and grade level or department meetings, assist building efforts to plan, budget, implement, and evaluate the school's program and to do related work as required. In carrying out these responsibilities, follows school policy and procedures, standard practices, and approved curriculum, and will actively and positively support the school vision.

## **Learning Environment and Management**

1. Maintain necessary student records
2. Attend to tasks in an effective and organized manner
3. Establish and maintain clear expectations for appropriate behavior
4. Encourage students in participation and performance
5. Be respectful and supportive of students
6. Maintain a positive attitude with students
7. Consistently enforce the student dress code and code of conduct

## **Professional Responsibilities**

1. Participate in professional growth opportunities
2. Recognize problems and actively contribute to their resolution
3. Collaborate with others to fulfill school goals
4. Demonstrate concern for students' health and safety
5. Maintain effective communication with parents
6. Follow the staff handbook guidelines and supports all BFA policies and procedures
7. Dress in a professional manner
8. Display a positive attitude

## **General**

1. Accept and fulfill assigned responsibilities and duties in a prompt and efficient manner
2. Follow Board of Education policies, building procedures, and any other rules, regulations or procedures that may be established by the central or building administration
3. Provide an environment that promotes the 13 virtues of Franklin which are:
  - i) *Temperance* – Control is the key to improvement. Keep your words, actions, and temper in control.
  - ii) *Silence* – There is a time and place to speak up and a time to listen. You learn more by listening than speaking.
  - iii) *Order* – All things have their place. Keep your work area in order; keep your day in order.
  - iv) *Resolution* – Keep your word. When you have a task, get it done. Turn in your homework on time and be prepared.
  - v) *Frugality* – Be frugal. Do not waste the school's resources. Respect what you have been given. Reduce, reuse, recycle.
  - vi) *Industry* – Keep on task. There is a time for work and a time for play – do both with a good attitude.
  - vii) *Sincerity* – Be kind. Say kind words and treat others as you want to be treated. Encourage each other to succeed.
  - viii) *Justice* – Be respectful. Give everyone a chance to work or play. Give others a chance to express themselves. Share. Remember that others are counting on you, so live up to your duty.
  - ix) *Moderation* – Keep yourself in balance. Focus both on accomplishing things in which you excel and those you do not. Try new things.
  - x) *Cleanliness* – Keep yourself and your work area clean. Keep your uniform clean. Keep your school clean. Keep your words clean.
  - xi) *Tranquility* – Keep yourself from reacting poorly to others. People are not perfect and the world is not fair. Learn to deal with both despite imperfections. Be patient.

- xii) *Chastity* – Be pure in thought and deed. White lies, a little gossip, and small, mean words are painful and say more about you than about others. What you think about others is how you will treat them. Develop good thoughts and feelings toward all.
- xiii) *Humility* – Be mindful of others before yourself. Treat them as you want to be treated. Think about how you can help others before being asked. Let others speak when it is their turn.

**Essential Environmental Demands**

1. Frequent lifting - thirty-five (35) pounds
2. Occasional lifting - fifty (50) pounds
3. Constant standing, walking
4. Frequent squatting, reaching, stooping

For more information, please visit <http://www.bfacademy.org/careers/>