Title: Hamilton-Boone-Madison Special Services Cooperative (HBM) Occupational Therapist

Description:
The HBM Occupational Therapist provides related services in the educational setting as indicated by a student's IEP, and, on rare occasions, a student's 504 Plan. The services may be direct or indirect. In addition, the HBM OT may, at times, provide information to staff as needed.

Reports to: HBM Assistant Director or his/her designee

Qualifications:
The Occupational Therapist must possess a current Indiana licensure and at least a Bachelor’s degree from an accredited Occupational Therapy Program. The Occupational Therapist should possess effective interpersonal collaborative skills as a member of a multidisciplinary team.

Responsibilities:
- Observe confidentiality
- Read, interpret, implement and assist in the development of students’ IEPs
- Conduct oneself in accordance with Indiana Practice Act and in observance of Hamilton Boone Madison Special Services Cooperative policies and procedures.
- Work effectively as a part of the educational team including teacher of record, teacher of service, general education teachers, students, parents, instructional assistants, physical therapists and assistants, occupational therapists and assistants, speech therapists, doctors, nurses, counselors, principals, administrators, consulting teams.
- Work closely with occupational therapy assistants providing feedback on student performance functionally and specific to pertinent goals
- Collaborate with occupational therapy assistant regarding adjusting and adapting physical therapy/functional mobility interventions to maximize student performance.
- Consistently follow through on behavioral programs established by educational team
- Seek assistance from teacher of record, or appropriate professional team member regarding data collection, adapting behavior management, implementation/reinforcement of all appropriate skills.
- Observe student performance within educational environment relative to functional mobility, academic performance, participation in academic, social, recreational activities and overall access and report pertinent aspects to therapy/educational team along with appropriate proposals for adaptations/interventions.
- Document effectively relative IEP goals, progress, conference reports, communication with colleagues/parents/administrators and maintain complete files.
- Consult with educational staff regarding current status, concerns, and proposed adaptations/interventions.
- Provide therapy services independently, with occupational therapist assistants or in collaboration with speech therapists, physical therapists, physical therapy assistants and/or educational staff.
- Provide therapy services to students individually or in groups.

Terms of Employment: Salary and contract days based on the Noblesville teacher contract.
Performance Evaluation: Job performance is evaluated according to policy provisions and contractual agreements adopted by the Noblesville School Corporation.

The Noblesville School Corporation is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.

7/3/2018