



MVCS JOB DESCRIPTION

OCCUPATIONAL THERAPIST

Overview

- Reports to the Academic Director
- 32 hours per month (hours are based on student need)
- Starts at \$40.25 an hour with no previous experience. Years of experience are added to the base salary.

Position Description

Mesa Valley Community School is a charter school authorized by Mesa County School District #51 and focuses on assisting parents in schooling their children at home in grades K-5 (Mesa Valley Enrichment Program) as well as offering onsite classes for grades 6-12. The Occupational Therapist will consult with and support the MVCS Special Education team and staff. The Therapist will promote functional independence of students and provide consultative services to improve students' ability to perform.

Specific Responsibilities of the Job

- Administer standardized tests, criterion-referenced tests and skilled clinical observations.
- Complete data collection procedures such as record reviews, interviews and general observations and checklists.
- Analyze and interpret information gathered and present it to parents, MVCS staff, and other personnel.
- Communicate the purposes, procedures, and results of ongoing interventions.
- Collaborate with staff to determine and develop appropriate interventions and methodology.
- Maintain ongoing monitoring of student progress.
- Participate as a member of the Special Education team.

Required Knowledge, Skills, and Abilities

- Knowledge of the federal, state, local legislation, regulations, policies, and procedures that mandate and guide occupational therapy practice in schools.
- Ability to maintain current reporting, documentation, scheduling, and billing in accordance with professional standards, state and local guidelines.
- Ability to participate collaboratively in multi-disciplinary educational teams to develop IEP to meet student needs.
- Excellent communication and interpersonal skills to listen for understanding, communicate clearly and respectfully, build positive and supportive relationships, and create an environment for problem solving and working toward consensus.
- Computer skills: Microsoft Word, Excel, Outlook.

Education & Qualifications

- Current Occupational Therapy License or current Physical Therapy License.
- CDE Special Services License.
- Master's Degree in Occupational Therapy preferred.
- Must be able to pass a background check.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.