

REPORTS TO: ARESC Early Childhood Team Leader

QUALIFICATIONS

- Active state Occupational Therapist license
- Graduate from Accreditation Council for Occupational Therapy Education (ACOTE) School and have a valid National Board for Certification of Occupational Therapy (NBCOT) certification
- A member of the Arkansas State Medical Board
- At least a minimum two years of experience as an occupational therapist, preferably in a school system setting, but not a requirement
- Ability to assess student needs including IEP evaluations
- Effective communication skills to advise, consult and instruct members of the multi-disciplinary team
- Ability to work and build strong relationships with parents, teachers and school administrators
- Such other qualifications as the Arkansas River Education Service Cooperative Board may require

Specific responsibilities include but are not limited to, the following:

- Assist in screenings to identify children who need evaluations
- Participate in due process by serving as a committee member (as needed)
- Conduct evaluations and synthesize evaluation results into a comprehensive written report which reflects strengths and barriers to the child's participation in the natural environment
- Provide interpretation of assessment results in both standards scores and as it relates developmentally to each child's strengths and weaknesses. (This interpretation needs to be in terms a parent can easily understand.)
- Participate in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop Individualized Education Plans (IEP).
- Act as a consultant to the classroom teacher for children needing related services
- Adapt and modify the environment including assistive technology and training instructional staff to meet individual needs
- Work as a team member with speech pathologist, special educators, and related service personnel to complete due process paperwork and process children's files
- Other duties as deemed necessary

SUPERVISORY RESPONSIBILITIES

- Be accountable to the ARESC Early Childhood Team Leader

JOB GOALS

- To provide a high quality, personalized services for every child we serve