



THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

STATEWIDE EDUCATIONAL SERVICES

One Mackworth Island, Falmouth, ME 04105
(207) 781-6215
www.mecdhh.org

Occupational Therapist

Department: Statewide Education and Family Services (SEFS)

Reports to: Coordinator, Special Education and Related Services
Director of Statewide Education and Family Services

Primary Responsibilities

- Collaborate as a team member with the site-based team, outreach team, and professionals from school districts within assigned region
- Provide direct and indirect occupational therapy services as specified in each students' Individual Education Program (IEP) plan
- Plan, implement, and monitor activities that allow students to access and benefit from their specialized instruction
- Assess and make environmental and other adaptations to allow students to access and benefit from their program of specialized instruction
- Provide training to special education education technicians, and others as appropriate, in carrying out day-to-day activities designed to enhance the student's physical, motor, and sensory functioning
- Consult with school staff, administration, and parents in improving students' motor and sensory-motor functioning.
- Collaborate with school staff and/or parents in developing, implementing, evaluating, and maintaining occupational therapy interventions
- Consult and collaborate with medical and other community providers, as appropriate
- Coordinate the delivery of occupational therapy services with classroom teachers, special education staff, and other providers to ensure continuity and consistency in providing comprehensive special education services to students
- Assess the motor, visual-motor, and sensory-motor functioning of students referred for an evaluation
- Participate in the IEP processes, prepare present levels of performance, and plan goals and objectives for students upon request of school districts
- Identify and share resources with educational teams and families to support student's communication, language, access, and learning needs
- Provide ongoing therapy with students as recommended in IEPs/IFSPs
- Collect and document data related to IEP goals and consultation

- Write timely and comprehensive progress reports in collaboration with the SAU timeline requirements
- Provide consultation, in-service training, and support for teachers, caregivers, and professionals upon referral
- Travel to schools and/or children's daycares to provide services
- Write timely and comprehensive consultative and observation reports
- Establish and maintain open, frequent communication with parents, classroom teachers, and service providers
- Maintain professional digital calendar of home and school visits, service provision, and communication
- Maintain all required documentation for school districts and external agencies
- Document communication and service provision in CINC database (children birth to five) in a timely manner
- Maintain and update students paper and/or Google file
- Maintain accuracy of child-specific records in MECDHH database systems
- Input billing and data entry for MaineCare in a timely manner
- Report monthly activities as requested or required by coordinator or director
- Attend and present at conferences as requested by the executive director
- Attend family events as requested by the director
- Abide by all the policies and procedures of MECDHH/GBSD and Federal/State regulations
- Keep abreast of changing instructional and educational developments and trends
- Perform other related duties as assigned

Minimum Skills and Qualifications

- Graduate of an accredited (by Accreditation Council for Occupational Therapy Education (ACOTE®)) occupational therapy program
- Current Criminal History Records Check (CHRC) Certificate
- A minimum of 3 years of experience in occupational therapy in a school system/Deaf/Special Education (preferred)
- Certification requirements variable depending on background:
 - NBCOT (National Board of Certified Occupational Therapist) certification
 - Maine state licensure from the Maine Office of Professional and Occupational Regulation, Board of Occupational Therapy Practice
- Ability to plan and conduct activities that allow students to access and benefit from their specialized instruction
- Extensive knowledge of principles and methods of occupational therapy, including evaluative and treatment strategies
- Understanding of Deaf Culture
- Proven skills in the areas of organization, facilitation, program management, data management, and written English communication

- Experience using social media and digital technology or a willingness to learn
- Excellent interpersonal and communication skills
- Ability to deal effectively with a wide range of people in a helpful, positive, and constructive way
- Ability to work independently, establish priorities, and work collaboratively as a member of a diverse community of professionals.
- High level of professionalism, strong organizational, expressive communication, and writing skills
- Ability to drive throughout the state for caseload, meetings, training, etc.
- Fluency in American Sign Language or willingness to learn
- Openness and unbiased approach to various communication modes for expressive and receptive language utilized by individuals who are D/deaf or hard of hearing
- Sensitivity to cultural diversity, race, gender, and other individual differences in the workforce; recognize the value of diverse perspectives and experiences; and foster a work environment reflective of the community at large
- Knowledge of Special Education Laws and Maine Regulations
- Such alternatives to the qualifications listed above as the Board may find appropriate and acceptable

Work Environment

The job operates in public and private school classrooms or therapy settings. This job requires travel to see children and attend meetings. This job also operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, as well as use hands to manipulate, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, bend, stoop, kneel or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Other Duties

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

Duties, responsibilities, and activities may change at any time with or without notice.