

REGION 9 EDUCATION COOPERATIVE

OCCUPATIONAL THERAPIST MANAGER

Job Description

Position Title:	Occupational Therapist Manager
Report To:	Related Services Manager
Work Day/Year:	Minimum 7.5 hours day
Contract Days:	192 days
Classification:	Exempt
Salary Schedule:	Ancillary Services
Duty Station:	R9 Member Schools

ESSENTIAL FUNCTIONS

1. Represents REC9 and its programs in a positive manner, interacting with the general public and colleagues.
2. Responsible for the understanding and execution of the REC9 employee policy manual, technology policy, R9 tracking system, and calendar of contract/non-contract days.
3. Adheres to applicable federal and state law and local policies and regulations for public education entities, including but not limited to 6.60.9 NMAC (Code of Ethics) (for example, IDEA, Department of Health, Head Start Performance Standards, FERPA, HIPAA, NAEYC, Licensing, etc.).
4. Attendance on a regular basis consistent with the REC9 attendance policy is required. Attendance at mandatory REC9 or program meetings and professional development is required.
5. Promptness is required including being present in the assigned workplace at set times and on a daily basis in order to provide consistency and continuity of educational services. Promptness for mandatory REC9 or program meetings and professional development is required.
6. Proficient verbal communication skills and the ability to manage conflict in a civil, professional, and courteous manner are required.
7. The ability to demonstrate flexibility in the performance of various job functions is required.
8. Inter-departmental planning and programming collaboration is required and cross-program overflow assistance when needed is required.
9. Demonstrates knowledge and compliance with all professional standards of conduct and ethics.
10. Participates fully as an employee of REC 9 with all assigned duties and responsibilities as assigned by the supervisor.
11. Responsible for adhering to the New Mexico Administrative Code (NMAC), including initial and reevaluation timelines.
12. Evaluate according to and in compliance with the NM Technical Evaluation and Assessment Manual (TEAM).

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13. Contributes to comprehensive initial and reevaluations or completes occupational therapy specific evaluation reports, using formal (e.g., standardized assessments) and informal measures (e.g., observations, interviews) to evaluate areas such as sensory processing, fine motor, and visual motor integration skills.
14. Assists the Eligibility Determination Team (EDT) to help determine whether the student is eligible for and in need of special education and related services.
15. Assists the IEP team in developing a program that best supports the student's individual needs and progress.
16. Plans and administers occupational therapy services to support the student's identified educational goals, as determined by the IEP/IFSP team.
17. In accordance with federal/state/district regulations, documents services provided to or on behalf of students as identified in the IEP/IFSP.
18. In accordance with IEP/IFSP, refers and/or collaborates with outside agencies/professional personnel, to obtain requested student information to support the student's evaluation and/or educational program. Adheres to district policies and procedures in collaborating with outside agencies/personnel.
19. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality as required by FERPA/HIPAA.
20. Maintains proper office atmosphere concerning accuracy and confidentiality in accordance with FERPA/HIPAA.
21. Adheres to district policies and procedures while on district campus.
22. Completes all record keeping and reporting documentation in a timely, comprehensive, and accurate manner.
23. Responsible for planning and conducting in-service training about occupational therapy and related topics for staff, families, students, and community, as requested by the supervisor.
24. Travels, as needed, to member districts to evaluate, attend meetings, and supervise COTAs.
25. Supervises the delivery of occupational therapy services provided by COTAs in accordance with IEP/IFSP.
26. Monitors and evaluates the performance of occupational therapy assistants, including supervision of direct services and documentation into a program designed for tracking service delivery and Medicaid billing.
27. Complies with all monitoring, evaluation, and reporting obligations defined by the occupational therapy professional licensing board for the supervision of COTAs.
28. Engages in and encourages COTAs to interact and communicate positively with all staff, including member district personnel and R9 employees.

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29. Responsible for completing 90 day, mid-year, and end of year performance evaluations of supervisees
30. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

QUALIFICATIONS

1. Must be licensed by the State of New Mexico Department of Education and the State of New Mexico Licensing and Regulation Professional Licensure.
2. Three years of successful work experience in public schools/institutions of higher education or other agencies preferred.
3. Must be able to obtain a National Provider Identifier (NPI) number and be a Medicaid provider.
4. Must be able to demonstrate strong educational/professional and working knowledge of federal regulations and state law related to special education, including evaluation and IEP development.
5. Must demonstrate strong interpersonal skills.
6. Must be willing to carry out assigned tasks and perform responsibilities.
7. Other qualifications determined necessary by REC 9 Executive Director.

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

1. Occupational therapy is a related service. The role of the therapist is to participate as a member of a multidisciplinary team, assist in determining eligibility, and help develop an appropriate program for children with disabilities.
2. An occupational therapist utilizes professional training and applies evidence-based practices to support educational programming, provide students with a free and appropriate public education, and perform job duties in accordance with federal/state/district regulations, policies, and procedures.
3. The occupational therapist will 1) communicate clearly when giving and receiving oral/written instruction, 2) demonstrate adaptability in relations with co-workers, 3) exhibit an accepting and non-threatening attitude and cultural sensitivity to children and families, 4) demonstrate the ability to appropriately manage behavior, and 5) create an appropriate learning environment which will support students to attain their educational goals.
4. The therapist will demonstrate professional behavior consistent with the professional code of ethics and REC 9 policy and procedures.
5. Must be willing to travel/use a personal vehicle for transportation.

SUPPLIES AND EQUIPMENT

Occupational therapists utilize standardized assessment measures, adaptive devices, home-making equipment, basic hand and power tools, therapeutic recreation equipment, toys, games, and craft supplies. This includes borrowing Region 9 assessment materials/kits and ensuring proper care of such materials.

Work Environment and physical demands include, but are not limited to:

Positions involve frequent bending, moving, lifting, and carrying material weighing up to 25-50 pounds; standing up and/or walking up to 15% of each day; exposure to high noise levels and may require the wearing of hearing protection. Physical abilities and sensory perceptions to include normal acuity of hearing, adequate vision, and appropriate oral and written skills are required.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description for **Occupational Therapy Manager**. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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Employee Name _____ Date _____

Employee Signature _____

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