

REGION 9 EDUCATION COOPERATIVE

OCCUPATIONAL THERAPIST MANAGER Job Description

Position Title: Occupational Therapist Manager
Report To: Education Services Director
Work Day/Year: Minimum 7.5 hours day/207 days
Classification: Exempt
Salary Schedule: Ancillary Services
Duty Station: R9 Member Schools

ESSENTIAL FUNCTIONS

1. Represents REC 9 and its programs in a positive manner, interacting with the general public and colleagues.
2. Adheres to applicable federal, state, and local guidelines and regulations for all children including those with disabilities (IDEA, Head Start Performance Standards, FERPA, HIPAA, Child Outcomes, NAEYC, Licensing, etc.).
3. Performs initial and ongoing evaluation with use of standardized tests, customized measures and/or observations to evaluate children in the areas of suspected disabilities in accordance with federal/state/district regulations and policies and procedures and consistent with professional licensing.
4. As determined by IEP/IFSP Committee, plans and administers occupational therapy programs designed to support the student's identified educational goals.
5. Utilizes treatment procedures consistent with IEP/IFSP, federal/state/district regulations and professional licensing.
6. Participates fully as an employee of REC 9 with all assigned duties and responsibilities as assigned by the supervisor.
7. In accordance with policies and procedures, obtains, integrates, and interprets evaluation information and progress to support educational goals as determined by the student's IEP/IFSP.
8. Communicates positively and effectively with parents, children, colleagues, and other agency personnel while maintaining confidentiality regarding all facets of REC 9 programs in compliance with FERPA/HIPAA and other federal and state regulations.
9. In a professional manner, provides information to the student, family and personnel involved in the student's educational program concerning areas of educational support/need as identified by the IEP/IFSP and consistent with professional licensing.
10. 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.

Occupational Therapy Manager -revised 5.2023

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REGION 9 EDUCATION COOPERATIVE

11. In accordance with federal/state/district regulations, documents services to students as identified in the IEP/IFSP according to professional board standards and consistent with policies and procedures.
12. Demonstrates knowledge and compliance with all professional standards of conducts and professional ethics.
13. Adheres to district policies and procedures while on district campus.
14. Completes all record keeping and reporting documentation in a timely, comprehensive and accurate manner.
15. Responsible for planning, conducting, and evaluating in-service training programs on occupational therapy and related topics for staff, families, students and community, as requested by the supervisor.
16. As required, travels from site to site on a daily basis and as emergencies arise. Maintains proper office atmosphere concerning accuracy and confidentiality in accordance with FERPA/HIPAA.
17. Responsible for the understanding and execution of the REC9 employee policy manual, technology policy, R9 tracking system, and calendar of contract/non-contract days.
18. Supervises and provides the delivery of occupational therapy programs that help students develop, regain, or maintain their ability to perform educational activities. Provide supervision, guidance and monitor the performance of occupational therapy assistants, including supervision of direct services to students and for the purposes of Medicaid billing.
19. Comply with all monitoring, evaluation and reporting obligations required by their profession, including the monitoring and reporting obligations of supervisees (COTAs).
20. Promotes and facilitates positive relations and communications between COTAs with member school districts' staff and administration as well as R9 staff, supervisors, and administration.
21. Responsible for supervising Licensed COTAs.
22. Other responsibilities deemed necessary and appropriate by administration.

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 REC9 Executive Director.

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REGION 9 EDUCATION COOPERATIVE

PERFORMANCE RESPONSIBILITIES/WORKER TRAITS

1. Occupational therapy is a related service in which the therapist functions as a member of an interdisciplinary team whose purpose is to provide an appropriate program for children with disabilities and their families.
2. An occupational therapist utilizes professional training to evaluate and apply evidence-based practices to support educational programming designed to provide the student with a free and appropriate public education in accordance with federal/state/district regulations and policies and procedures.
3. The occupational therapist will communicate clearly in giving and receiving oral/written instruction; will demonstrate adaptability in relations with co-workers; will exhibit an accepting and non-threatening attitude and cultural sensitivity to children and families; demonstrate the ability to appropriately manage behavior and 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 your own vehicle for transportation.

Supplies and Equipment

Occupational therapy programs utilize standardized tests, adaptive devices, home-making equipment, basic hand and power tools, therapeutic recreation equipment, toys, games, and craft supplies

PHYSICAL REQUIREMENTS

I. SITTING TASKS

- A. Sitting tasks are a continuous necessary requirement of the job
 1. 75% of the time
- B. Duties performed during sitting include:
 1. Evaluations
 2. Report writing
 3. Therapy sessions
 4. IEP meetings

II. WALKING TASKS

- A. Walking tasks are a continuous but essential requirement of the job
 1. 15% of the time
- C. Duties performed during walking:
 1. Getting children from classrooms for therapy
 2. Walking to classrooms for inclusion therapy

III. STANDING TASKS

- A. Standing is an occasional but essential requirement of the job
 1. 10% of the time
- B. Duties performed during standing are:
 1. Classroom inclusion lessons
 2. Therapy lesson

IV. SPRINTING/RUNNING

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REGION 9 EDUCATION COOPERATIVE

- A. Sprinting/running is an occasional but essential requirement of the job
 - 1. 10% of the time
- B. Duties performed during sprinting/running are:
 - 1. In case of emergency

V. FLEXIBILITY

- A. Bending or twisting at the neck is an occasional but essential requirement
- B. Bending or twisting of the trunk is a continuous requirement
- C. Squatting, stooping, and kneeling are continuous requirements
- D. Reaching forward is a continuous requirement
- E. Reaching above the head is an occasional but essential requirement

VI. ACTIVITIES

VII. USE OF ARMS AND HANDS

- A. Manual dexterity is a continuous but essential requirement of the job
- B. Use of arms is a continuous but essential requirement of the job

VIII. LIFTING 10 - 25 POUNDS

- A. Lifting items weighing between 10 - 25 pounds is an occasional but essential requirement of the job
- B. Items lifted from floor to waist, from waist to shoulder, and from shoulder to overhead and vice versa
- C. It is not necessary to lift more than 26 pounds

9. PUSHING AND PULLING

- A. Pushing and pulling of items 25 - 50 pounds is an occasional but essential requirement of the job
- B. Pushing and pulling of items over 50 pounds is an occasional but essential requirement of the job

X. CARRYING TASKS

- A. Carrying of items 25 - 50 pounds is an occasional but essential requirement

Examples: Books, computer equipment, wheelchair

XI. WORKING CONDITIONS

- A. Working inside is a continuous requirement of the job
- B. Risk of getting a minor injury is an occasional hazard of the job
- C. Interacting with the public and other workers is a continuous but essential requirement
- D. Extended work hours is a continuous requirement of the job
- E. Multiple demands from several people is a continuous requirement
- F. A quiet, well lighted, well ventilated spacious room designated for therapy only is a continuous and essential requirement of the job

XII. PHYSICAL ABILITIES/ACTIVITIES

- A. Physical abilities and activities of the job are the physical abilities and sensory perceptions that are essential to the job

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REGION 9 EDUCATION COOPERATIVE

- B. Vision
 - 1. Adequate vision for reading and writing evaluations
 - 2. Adequate vision for reading and writing reports
- C. Hearing
 - 1. Normal acuity
- D. Speech/Communication
 - 1. Communicating appropriately (oral and written) is a continuous and essential requirement of the job

XIII. USE OF PROTECTIVE EQUIPMENT

- A. Personal protective equipment essential to the job:
 - 1. Gloves for oral peripheral exam

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.

Employee Name _____ Date _____
Employee Signature _____

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