

**Montessori School of Denver**  
**Occupational Therapist**  
**EXEMPT EMPLOYEE\***  
**Job Description**

The primary purpose of the Montessori School of Denver is to educate children and to teach and nurture the skills necessary for success in the 21st century based on a foundation of Montessori philosophy and principles and best educational practices. MSD also upholds the highest standards of independent school education as articulated in the Standards of the Association of Colorado Independent Schools, Principles of Good Practice of the National Association of Independent Schools, and the American Montessori Society's Philosophy and Practice and Code of Ethics.

**MISSION STATEMENT**

We are a dynamic educational environment empowering students to use diverse knowledge and experiences to reach their full potential and do good in the world.

**VALUES STATEMENT**

We are a thoughtful, inclusive community of joyful, empowered learners, curious, collaborative thinkers, and brave, wise leaders.

**QUALIFICATION REQUIREMENTS:**

- State licensure or license eligible in Colorado (must apply upon hire)
- Masters or Doctorate degree in occupational therapy
- Knowledge of and experience implementing evidence-based intervention
- Strong interpersonal skills

**PREFERRED QUALIFICATIONS:**

- School-based experience
- Experience with early childhood
- Classroom experience
- Familiarity or direct experience with Montessori pedagogy or other student-centered learning environments
- 5+ years of experience in the field of occupational therapy

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Collaborate with Student Support Team to promote a multi-disciplinary approach for learning and behavior.
- Create and maintain systems for delivery of services based on need and ability to access classroom curriculum.
- Provide direct and indirect occupational therapy services to students aged 2-14 years old per caseload capacity.
- Support with student behavior and regulation to promote a learning environment for all students.
- Partner with parents/caregivers to understand needs, support and strategies for areas pertaining to occupational therapy.

- Monitor success and sustainability of classroom interventions and accommodations; facilitate documentation and regular review of MSD Learning Support Plan (LSP), as they pertain to occupational therapy supports and goals.
- Contribute to ongoing learning by MSD staff and parent/caregiver communities by designing and delivering professional development and Parent Education programming.
- Engage in ongoing professional learning activities to maintain up-to-date knowledge of best practices for supporting student needs.

### **PROFESSIONAL/PERSONAL GROWTH**

- Participate enthusiastically in MSD's teacher Professional Growth plan. Set realistic and meaningful annual goals and successfully accomplish them.
- Continue to grow in all subject areas and keep abreast of current practice and materials by reading professional literature, participating in school professional development opportunities, attending a minimum of 15 hours of school in-services, going to workshops, and attending classes.
- Be able to engage in honest self-assessment and receive feedback from peers and supervisor.
- Be willing to improve and assume responsibility for his/her actions.
- Demonstrate the ability to reason, take multiple perspectives, stay curious, be creative, take risks, experiment, and solve problems.
- Maintain a professional and positive attitude on campus and at all school related events.

### **Colleagues**

- Discuss curriculum, classroom management and educational philosophy with team peers and share expertise, welcome new ideas and demonstrate the ability to be flexible.
- Share space and materials with colleagues.
- Give and receive help from colleagues. Provide active, on-going support for all colleagues and demonstrate strong collaborative skills. Participate positively as a member of classroom, program and staff teams.
- Deal directly with colleagues in regards to any unresolved issues. Use the MSD Complaint and Conflict Resolution Policy and avoid gossip.
- Be respectful of community agreements such as being prompt at meetings and fulfilling responsibilities.
- Serve on at least one of the various school-related committees or ad hoc groups as needed.

### **Other Expectations**

- Attend and participate in all Faculty and Program Team Meetings.
- Be present for all Staff Days, as well as set up and break down days.

\*Exempt employees are not eligible for overtime pay.

Updated 6/5/2024 TV