

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Gerry Street
Gary, IN 46406

M. Jones-Henderson, Executive Director
Human Resources Department

Dr. Paige McNulty, Emergency Manager

POSITION: Occupational Therapist

SALARY: To Be Determined

REPORTS TO: Special Education Department

PURPOSE STATEMENT

The job of Occupational Therapist is for the purpose of conducting occupational therapy for students in an educational setting.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Conduct school-based Occupational Therapy Evaluation of students with a qualifying disability, [IDEA, Section 602 (3) (A)(ii)], referred for OT services using standardized testing and clinical observations to assess a student's functional participation in school roles, routines, and activities.
- Conduct Occupational Therapy Screen and suggest interventions to be used with students identified within the educational environment who are "at risk" for developing difficulties significant enough to require intervention in the future.
- Identify those students for whom Occupational Therapy intervention is required to assist a child with a disability to benefit from their special education.
- Participate in collaboration as member of an educational team to develop Individual Educational Program and educationally relevant goals for students with disabilities.
- Prepare relevant reports including but not limited to: Occupational Therapy Evaluation or Screen, Intervention Plan, selected specialized standardized test such as Sensory Profile School Companion, Occupational Therapy Progress Report for Annual Case Review, and daily progress notes.
- Provide training to classroom teacher(s) and paraprofessional(s) with the provision of developmentally appropriate instructional activities, exercises and/or programming that will enhance the student's ability to achieve his or her IEP goals.
- Establish and maintain contact with school principal, guidance counselor, social worker, special and regular education teacher(s), professional team members, paraprofessional(s), student, and student's caregivers in relation to the student's therapeutic intervention, on-going progress, out-comes, and goals.
- Travel, as required by assigned case-load, from school to school within the Gary Community School Cooperation area to provide services to qualified students.

- Order equipment necessary for the student's success in the school environment.
- Abide by the Policies and Procedures of Gary CSC.
- Staff Occupational Therapist will be evaluated per the supervision/evaluation procedures for confidential employees as defined in the Policy/Procedural Handbook for Gary CSC.
- Other duties as assigned by the superintendent or designee

SUPERVISORY RESPONSIBILITIES

Students.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Scientifically based reading research, reading development in young children, and developmentally appropriate instruction for children.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Use best-practices, individually design and implement occupationally related interventions, respecting activity demands and client factors, to promote enhanced performance skills, patterns, and outcomes within the school environment.

EDUCATION AND EXPERIENCE

Bachelor's or Master's Degree in Occupational Therapy or related field preferred. Experience working with children who have been educationally underserved. Strong technology skills and familiarity with electronic universal screening systems preferred.

CERTIFICATION

Valid Indiana Education License certified by the National Board for Certification in Occupational Therapy (NBCOT)

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.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

- Drug Test

Certificates & Licenses

Continuing Educ./Training

- See Above

Clearances

- Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

Gary Community School Corporation
www.garycsc.k12.in.us
Click on "Employment"
900 Polk Street
Gary, IN 46406

Human Resources Department
Certified: January 22, 2020

EQUAL OPPORTUNITY EMPLOYER