



Occupational Therapist

Job Description

Reports To:	Special Education Director
FLSA Status:	Exempt
School Classification:	Classified, Salaried, hourly
Compensation:	Full-time: \$75,000 yearly Part-time: \$40.00-50.00 per hour
Work Schedule:	12 months
Location:	Onsite Office
Position Summary:	The Occupational Therapist (OT) is a critical member of the student support services team, responsible for evaluating, designing, and implementing comprehensive occupational therapy interventions to support students' academic, social, and developmental success.

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

General Duties

- Conduct comprehensive occupational therapy evaluations for students
- Assess fine motor skills, sensory processing, and visual-motor integration
- Develop detailed assessment reports
- Identify student strengths and areas for intervention
- Utilize standardized and informal assessment tools
- Consult with classroom teachers and special education staff
- Provide recommendations for classroom accommodations
- Develop strategies to support student learning
- Collaborate with parents and families
- Stay updated on best practices in pediatric occupational therapy

QUALIFICATIONS GUIDE:

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.

Education & Experience:

- Master's degree in Occupational Therapy
- Current state licensure as an Occupational Therapist
- Active license in the state of employment
- Excellent interpersonal and communication skills
- Minimum 3-5 years experience as an OT in educational settings
- Experience working in diverse educational environments
- Experience working with children in educational or clinical settings
- Understanding of pediatric developmental stages

Other Qualifications:

- Bilingualism in Spanish and English preferred
- State and federal background clearance (Trusted Employees) to work with students (123B.03).
- No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

Knowledge:

- Knowledge of diversity, equity and inclusion practices
- Knowledge of applicable laws, codes, regulations, policies and procedures

Acquired Skills:

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

Abilities:

- Team player
- Love of learning – a lifelong learner
- Flexibility and adaptability
- Able to communicate effectively and regularly with the Executive Director regarding questions and concerns
- Organized

- Openness to differing views and objectives
- Ability to perform varied and responsible educational assistant duties
- Maintain confidentiality of sensitive and privileged information
- Determine appropriate action within clearly defined guidelines
- Work independently with little direction

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 essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery
- Seeing, to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods
- Lifting objects that weigh up to 25 pounds with or without assistance
- Close vision and 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 essential functions.

- Office environment
- Noise level is generally moderate
- Work conducted in a public or office setting
- Indoor in varying temperature
- Employees must have reliable transportation

Anti-Discrimination Policy and Commitment to Diversity:

Hiawatha Academies believes in providing equal employment opportunities for all employees and equal educational opportunities for all students. Hiawatha Academies will not violate any law prohibiting discrimination for or against any student, employee or applicant on the basis of race, color, religion, creed, age, sex, gender, gender expression, national origin, ancestry, marital status, pregnancy, disability (including those related to pregnancy or childbirth), membership or non-membership in a labor organization, sexual orientation, status with regard to

public assistance, genetic information, or any other characteristic protected under local, state or federal statute, ordinance or regulation ("protected status").