



Every child. Every opportunity. Every time.

9/28/2021

**Occupational Therapist (1.0 FTE)
Student Services Special Education
KEA Salary Schedule**

Scope of Responsibilities

Occupational therapists work with children who qualify for special education services as needing fine motor, visual motor, sensory/perceptual skills through occupational therapy. Physical therapists work with children who qualify for special education services as needing gross motor skills through physical therapy.

Performance Responsibilities

1. Provides appropriate assessment of students' functional motor and sensory abilities in the school environment.
2. Provides screening to identify children with motor and sensory impairments at regular intervals and at specified levels.
3. Assists and guides teachers in observing, describing, and referring suspected and identified motor and sensory impairments.
4. Provides appropriate services to meet individual students' needs in regards to the Individualized Educational Plan.
5. Collaborates with classroom teachers and other school staff members to implement therapy by suggestions for the student's daily activities.
6. Provides information and support to parents and families; explaining the special education process and procedures.
7. Provides progress reports on goals and objectives.
8. Maintains all student records, evaluations, and IEPs including timelines, billing and other needed items.
9. Administers a variety of assessment instruments needed for special education identification and reevaluation.
10. Interprets results in oral and written reports.
11. Attends and participates in Individualized Educational Planning team meetings and assists in selecting appropriate goals and objective.
12. Performs other duties as assigned by the administrators in Student Services.

Minimum Qualifications

1. An earned BS or Master's degree in Occupational therapy or Physical Therapy.
2. Registration with State of Michigan and National Board of Certified Occupational Therapist or Physical Therapist.

Desired Qualifications

1. Minimum three years of successful experience working with children and families in an urban educational setting and/or diverse/multi-cultural setting.
2. Background in various theories of occupational or physical therapy
3. Experience in administering and interpreting a variety of assessment instruments
4. Ability to develop and to maintain acceptable relationship with peer/subordinate
5. Ability to clearly express ideas and concepts verbally in writing
6. Experience in school setting
7. Able to work well with students of various ages and abilities

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