



(1.0) Occupational Therapist

LOCATION: Student Services Department (specific location to be determined)
REPORTS TO: Director of Student Services
DATE AVAILABLE: 2025-2026 School Year
POSTING DATES: August 26, 2025 until qualified candidate is selected

POSITION DESCRIPTION:

Livonia Public Schools is seeking a certified Occupational Therapist who will be able to plan and carry out treatment interventions with his/her students based on evaluation and research based best practice. The Occupational Therapist has the responsibility for evaluation, intervention planning and skill development for students in the process of multi-tiered systems of support and/or identified with disabilities according to state/federal guidelines. The job requires a wide knowledge of occupational theory, sensory integration theory, evaluation of muscle tone, range of motion/mobility, orthopedic needs, movement analysis, perceptive/fine motor skills and functional activities of daily living to address students' needs in the educational environment. The Occupational Therapist must also be able to work effectively with classroom teachers, support staff and building administrators in the provision of a free and appropriate public education.

DISTRICT OVERVIEW:

Livonia Public Schools employs approximately 1,900 staff members, serving approximately 13,300 students pre-K – post secondary. There are 15 elementary schools, 3 middle schools, 3 high schools, 1 career technical center, 1 early childhood center, and 1 vocational and transition center in the school district. The annual budget for Livonia Public Schools is \$175 million, with a state funding of \$9,608 per pupil.

BENEFITS OF WORKING WITH LIVONIA PUBLIC SCHOOLS:

Newly hired public school employees are eligible for a traditional pension and tax-deferred retirement savings accounts with an employer matching contribution. The pension component guarantees you monthly retirement benefit payments over your lifetime once you meet age and service requirements. Additionally, as a new public-school employee, you will be automatically enrolled in a Personal Healthcare Fund (PHF), which is a portable, tax-deferred investment account that can be used to pay for healthcare expenses in retirement. Livonia Public Schools will contribute a dollar-for-dollar match on the first 2% you contribute.

As an employee of Livonia Public Schools, you will be a part of a team working together in a positive work climate and a culture of mutual respect to support the successful education of children. You will also have the satisfaction of knowing you are a team member with Livonia Public Schools, which means you will have the following perks of employment available to you:

- Medical insurance, including prescription drug coverage:
 - The district's contribution is the maximum allowed by Michigan law.
 - Family coverage eligibility for employees working 30 hours or more per week.
 - Single coverage eligibility for employees working 20 hours but less than 30 per week.
 - Optional "cash in lieu" of medical insurance for those who qualify.

- Dental, vision, and life insurance:
 - The district pays 100% of the premium for all employees.
- Long-term disability coverage:
 - The district pays 100% of the premium for employees working 20 hours or more per week.
- Employee Assistance Program for employees and their eligible family members. This includes a completely confidential, short-term counseling service that utilizes a practical approach toward problem resolution and is available 7 days a week, with no cost to the employee.
- Longevity pay.
- Paid “act of God” days, such as snow days.

Additionally, the children of employees working 20+ hours, living outside the district’s attendance boundaries, are eligible to attend Livonia Public Schools via schools of choice.

MINIMUM QUALIFICATIONS:

The following is a list of minimum qualifications for this position, any one of which may be waived by the Administration in exercising its prerogative to determine qualifications.

- Successful completion and graduation from an American Occupational Therapy Association or the Accreditation Council for Occupational Therapy Education accredited Occupational Therapy program and completion of all fieldwork requirements
- Hold a Current Michigan State License, in good standing, as an Occupational Therapist
- Experience providing effective and appropriate occupational therapy to students
- Experience working across multiple age/grade levels
- Effective practices for working with students of all ability levels and ability to differentiate strategies based on student need
- A passionate commitment to improving learning for all students
- Adhere to a high level of professional and ethical standards
- Evidence of ability to establish positive working relationships with all stakeholders
- Superior verbal and written communication skills

ORGANIZATIONAL RELATIONSHIP:

The Occupational Therapist is assigned and responsible to the Department of Student Services, which has responsibility for the system-wide program for students identified through MTSS and students with disabilities. After assignment to a school(s), the Occupational Therapist is directly responsible to the principal, who provides leadership for the implementation of the program in that building.

MAJOR FUNCTIONS AND RESPONSIBILITIES:

- Evaluates students through the use of formal and informal evaluation procedures to assess strengths and challenges of the students
- Articulates the role of the school Occupational Therapist in the evaluation, intervention planning, and intervention process
- Has knowledge of human development throughout the lifespan
- Recognizes occupational performance deficits in the areas of personal care, student role/interactive skills, processing skills, play, community integration, and written communication

- Demonstrates skills in gathering screening and evaluation data, completing checklists, histories and interviews
- Assesses and makes recommendations regarding the use of adaptive equipment as needed and provide written justification
- Provides specialized occupational therapy techniques through individual and/or groups sessions designed to meet the educational, social and emotional needs of the students
- Prepares, monitors and communicates IEP goals, supplementary aids and services and goal progress reports per state and federal guidelines
- Participates in individualized educational planning and placement committees to assist in the identification, placement, and program planning for students with disabilities
- Maintains student records in accordance with school, district, state, and federal guidelines and statutes
- Keeps abreast of new developments in the field by reading journals and publications, attending professional development, seminars or conferences, and discussing problems of mutual interest with others in the field
- Establishes and maintains standards of student behavior needed to provide a safe and productive educational environment
- Identifies student needs and works collaboratively with other professional staff members in assessing and assisting students
- Communicates with students, parents and school staff on student progress
- Analyzes tasks relative to areas of occupation, performance skills, activity demands, contexts and student factors to implement the intervention plan
- Maintains safe therapeutic equipment by monitoring wear and condition and recommending repair or replacement as needed.
- Participates in individual school and/or system-wide programs to promote a positive and caring school climate
- Complies with confidentiality and FERPA
- Participates in all professional development required of student services staff
- Executes other duties and assumes other responsibilities as assigned by building or department administrator

CONDITIONS OF EMPLOYMENT:

The work year, salary, and fringe benefits will be consistent with the current agreement between the Board of Education and the Livonia Education Association. The deadline for applications is minimally **4:00 pm on September 3, 2025. This position will remain open until the position is filled.**

APPLICATIONS:

All applicants, including current LPS employees, must complete and submit an application through Applitrack which can be accessed through the Livonia Public Schools webpage. All applicants must also upload a cover letter, professional resume, copies of educational documents (transcripts/certificates), and three current letters of recommendation to their online application.

It is the policy of the Board of Education that Livonia Public Schools School District will not discriminate against any person on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap, disability, sexual orientation, sexual identity, or transgender status. The following person has been designated to handle inquiries and grievances for: race, color, religion, sex, national origin, age, height, weight, and marital status - Director of Human Resources, 15125 Farmington Road, Livonia, MI 48154 at

(734) 744-2566. The following person has been designated to handle inquiries and grievances for: handicap or disability - Director of Student Services, 15125 Farmington Road, Livonia, MI 48154 at (734) 744-2524.