



Employment Opportunity  
Butler County Educational Service Center  
July 9, 2018

**POSITION:** Certified Occupational Therapist

**GENERAL DESCRIPTION:** To provide occupational therapy services to students with disabilities including assessment, intervention, and evaluations.

**QUALIFICATIONS:**

- Valid Ohio Occupational Therapist License.
- Valid Ohio Department of Education Occupational Therapist License.
- Knowledge of current assessment tools, ETR and IEP processes, IDEA rules and regulations, and best practices for the provision of therapy services for children in their least restrictive environment.
- Ability to effectively communicate both verbally and in written form.
- Valid Ohio driver's license and access to personal insured vehicle during business hours.
- Demonstrated ability to work with a diverse population of students, families, and staff.
- Demonstrated ability to work/operate as a team member.
- History of excellent job attendance.
- Must pass criminal background checks, and be free from communicable diseases.

**ESSENTIAL FUNCTIONS:**

- Provide occupation therapy services, including assessments, intervention, and evaluations to students with disabilities.
- Identify and evaluate student's strengths and weaknesses through the ETR process.
- Use data from interventions to determine eligibility for special education services, appropriate instructional practices, and access to general curriculum.
- Identify student's disability through various research-based assessments.
- Work cooperatively with local district administrators, administrators of assigned schools, teachers, parents, therapists and other support personnel, providing consultation as needed.
- Develop IEP goals to meet individual needs and to maintain complete student files for all students enrolled for service.
- Provide therapy to improve, develop or restore sensory motor functions impaired or lost through illness, injury and/or deprivation as related to the educational program and to prevent, through early intervention, initial or further impairment or loss of function.
- Comply with all ETR and IEP timelines and guidelines according to Ohio's Operating Standards.
- Write effective IEP goals and objectives and have a system in place to monitor progress.
- Assist staff in implementing strategies/interventions to improve the effectiveness of service delivery within the least restrictive environment.

- Serve as consultant to staff as needed.
- Manage caseload, initial evaluations, reevaluations, interventions, initial and annual IEP meetings, services.
- Work with students in their least restrictive environment, whole group, small group, one on one.
- Provide services in the form of direct instruction, consultative, whole group instruction and evaluative.
- Document appropriately for Medicaid reimbursement.
- Prepare and maintain work setting, equipment and supplies.
- Carry materials to and from multiple worksites.
- Maintain an efficient and effective itinerant schedule to multiple schools.
- Provide written communication on progress of IEP goals to parents and staff.
- Utilize research- based treatments.
- Work collaboratively with staff, parents, school district personnel and outside agencies to coordinate services.
- Remain current in the profession and actively participate in growth and development programs.
- Function as a consultant with the child's parents and school personnel.
- Attend IEP meetings and conferences with parents and school personnel as directed.
- Able to lift and maneuver moderate amounts of weight.
- Frequent lifting of children receiving services.
- Maintains required certificate(s) and/or license(s).
- Demonstrates regular and predictable attendance.
- Attends appropriate workshops and professional meetings.
- Participates in the district's parent conference nights.
- Performs all duties in conformity to the adopted Board Policy.
- Displays professional appearance.
- Performs in a professional manner.
- To report the presence of unauthorized or atypical visitors.
- Performs other duties as assigned.

**OTHER DUTIES AND FUNCTIONS:**

- Observes Risk Reduction Safety Rules and Regulations of the Butler County ESC and School Districts, State, Federal OSHA laws and will be evaluated to the extent of compliance and implementation as an employee of such rules and regulations for safety in the workplace while visiting such sites in line of work duties.
- To maintain confidentiality.
- To plan and organize own work to meet deadlines.
- To serve as a role model for educators and students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the students and staff the belief in and practice of ethical principles and democratic values.
- Shall perform such other duties as the Governing Board may assign/determine.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: Board policies and procedures, building policies and procedures, Individuals with Disabilities Education Act (IDEA), Ohio Department of Education Operating Standards, assessment tools, and data based decision-making, intervention and specialized instruction in the areas of special education, ETR and IEP procedures and requirements, assistive technology, Board policies and procedures and public relations, and state and federal reporting.

Ability to: Interpret policy, rules and regulations; compile and prepare required reports; travel to multiple locations; communicate effectively orally and in writing. Work successfully in a culturally diverse environment, follow instructions, communicate effectively, maintain files and reports, collect data; schedule; and lift moderate amounts of weight.

Skill in: Use of computer and office equipment.

## **EQUIPMENT OPERATED:**

Computer, copier and other customary office equipment

## **ADDITIONAL WORKING CONDITIONS:**

Occasional: Exposure to unruly children/adults, traffic, blood, bodily fluids and tissue.

Periodic: Exposure to inclement weather driving conditions and severe weather. Exposure to unruly or challenging children/adults.

Frequently: Attends functions and performs duties outside normal working hours.

## **TERMS OF EMPLOYMENT:**

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non prescribed controlled substance use in the workplace throughout his/her employment in the District.

## **EVALUATION:**

Performance of this position will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: August 2018

SALARY: Based upon the approved Governing Board Salary Schedule

BENEFITS: Excellent benefits for all full time employees

WORK YEAR: Full Time – 184 days

DEADLINE: Until filled

APPLY TO: Apply by clicking here: [Application](#)

---

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.