



Warren Woods Public Schools
Human Resources Department

NOTICE OF VACANCY

POSTING DATE:	August 11, 2017	REPORTS TO:	Building Principal and Assistant Superintendent
POSITION:	Occupational Therapist	SALARY:	Per WWEA CBA
LOCATION:	District Wide	BENEFITS:	PER WWEA CBA
		DEADLINE:	Until Filled

APPLICATION PROCESS FOR EXTERNAL APPLICANTS: For full consideration of your candidacy please complete the entire online application on the **Warren Woods Public Schools Human Resources website** at www.warrenwoods.misd.net by the deadline.

APPLICATION PROCESS FOR WWEA MEMBERSHIP: Respond via email to sdavis@mywwps.org with a letter of interest to:
Warren Woods Public Schools
Sue Davis, Human Resource Generalist
12900 Frazho, Warren, MI 48089

SUMMARY: Evaluates students to determine their functional levels and identify special needs. Plan and implement therapeutic activities to assist special education students to benefit from their educational experiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Implementation to meet the IEP goals; Program planning and management.
2. Provide training to the appropriate persons to carry over therapy goals in the school setting.
3. Equipment/room maintenance.
4. Program services include: self-help, functional mobility, environmental adaptations/adaptive equipment, positioning, motor functions, sensory processing, prevocational/vocational skills.
5. Function as a team member for MET, IEPC and maintain contact with school, family, physicians and agencies.
6. Screening, evaluation and reassessment to develop IEP.
7. Formulate OT policies and procedures.
8. Schedule students for evaluation and treatment.
9. Oversee instructional accommodations for sensory and fine motor deficits for students in general education classes
10. Perform other duties as assigned by administration.

EDUCATION and /or EXPERIENCE:

- Bachelor's Degree from a certified school of Occupational Therapy with a current license from the State of Michigan
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on content, curriculum and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skilled in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

WORKING CONDITIONS – MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

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KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; content knowledge; lesson plan requirements; stages of child development; and behavioral management strategies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; working flexible hours; and ability to withstand the physical and mental rigors of teaching.

RESPONSIBILITY

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is opportunity to significantly impact the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires sitting, walking and standing. This job is performed in a generally clean and healthy environment. Noise level may vacillate from quiet to loud in varying degrees. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are performed mainly indoors and occasionally outdoors.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is frequently required to stand, talk, hear, walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and educational equipment. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with students, the public and other staff.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Warren Woods School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender/sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact (586) 439-4401.

Inquiries related to discrimination on the basis of disability should be directed to: Justin Michalak, 504 Coordinator, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4464.

Direct all other inquiries related to any other discrimination to: Stacey Denewith-Superintendent, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4417
