

Position: Occupational Therapist (Temporary position, First Quarter of 25-26 year)

Work Schedule:

- 20-25 hours per week
- This position will run from August 5th to approximately October 10th, 2025
- Days of employment can be negotiated as long as they occur during school hours

Location:

North Decatur Elementary School/North Decatur High School

Salary:

Will be determined based on education and experience

Summary:

Responsible for providing school-based occupational therapy services in compliance with corporation policy, as well as state and federal special education regulations.

Essential Duties and Responsibilities:

- Write a detailed evaluation report of the findings from an assessment of a student's fine motor, self-help, sensory or perceptual motor skills.
- Provide direct occupational therapy to special education students whose fine motor, self-help, sensory or perceptual motor impairments are deterring success in their special education program as indicated in their IEP. Some services will be delivered in a push in model while other services may be delivered in a pull out model.
- Provide consultation occupational therapy services to special education students with the frequency and duration determined in the IEP, including following up after a change in programming has been made for a student. This may include conferring with the general education teacher and/or support staff to address the educational needs of the student as it relates to their fine motor, self-help, sensory, or perceptual motor skills.
- Develop and maintain schedule at each assigned building that meets the required OT minutes for each student, provide a copy of the schedule to the Director of Exceptional Education, and each principal.
- Maintain documentation of direct therapy sessions or consultations for students who receive OT services per the IEP.

Personal and Ethical Responsibilities:

- Maintains confidentiality of all information regarding the students, parents, staff, and classroom incidents.
- Refrains from airing school problems and confidential matters, including personalities, outside of the school.
- Follow daily schedules and procedures as assigned. Discuss child's limitations only with the supervising teacher(s) and those directly involved with the child's educational program.

Qualification Requirements:

- Indiana Occupational Therapist license