VACANCY ANNOUNCEMENT

OCCUPATIONAL THERAPIST – INFANTS AND TODDLERS (.6 FTE)
John Archer School

To provide occupational therapy to students as determined by Individual Education Program (IEP) goals and Individualized Family Service Plan (IFSP) goals.

DUTIES AND RESPONSIBILITIES INCLUDE

- Serves as an itinerant therapist to students with a documented education disability and as a consultant to teachers, parents, administrators, and others as appropriate.
- Serves as a member of an IEP/IFSP team when students receiving occupational therapy are being discussed.
- Performs team approved occupational therapy screening assessments and evaluations during the school year and summer months, as required.
- Interprets test results and write reports.
- Participates in the development of IEP's and IFSP's.
- Provides occupational therapy services to students with approved IEP/IFSP.
- Provides consultative services to parents, teachers, administrators, transportation staff, and others as appropriate.
- Consults with outside agencies; shares information with teachers, administrators, and school health staff as appropriate.
- Completes Medicaid billing encounter forms.
- Maintains accurate records and completes required special education forms.
- Maintains documentation of services provided to students.
- Provides therapy to students as part of the Extended School Year (ESY) Program.
- Performs other work-related duties as assigned.

SALARY
Starting salary for .6 Occupational Therapist ($32,481)
May increase with additional education and experience.

REQUIREMENTS

- Hold or be eligible for a Maryland license as an occupational therapist from the Department of Health and Mental Hygiene (DHMH).
- Able to collaborate with school-based staff.
- Excellent written and oral communication skills; excellent interpersonal skills.

HOW TO APPLY

Employment applications are accepted online only. To access the application, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

DEADLINE
Online employment applications will be accepted until filled.
In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE