



VACANCY NOTICE
OCCUPATIONAL THERAPIST

QUALIFICATIONS

1. Bachelor's or Master's Degree in Occupational Therapy from an accredited institution
Valid Texas License as an occupational therapist granted by the Texas Board of Occupational Therapy Examiners
2. Knowledge of assessment procedures, therapeutic activities, and equipment used in pediatric occupational therapy, school based-practice
3. Excellent organizational, communication, and interpersonal skills
4. Successful completion of formal pediatric affiliation or alternate pediatric experience

GENERAL PERFORMANCE RESPONSIBILITIES

1. Assist in referral process through screening, information review, and consultation with educational staff as appropriate
2. Determine student eligibility for therapy services through appropriate assessment procedures
3. Complete written assessment report in a timely manner
4. Interpret and disseminate assessment information to ARD committee
5. Conduct periodic reassessment of therapy objectives as indicated by student needs
6. Coordinate therapy services with school personnel and community agencies
7. Participate in conferences pertinent to student's therapy needs
8. Participate with ARD committee in developing individual educational plans
9. Provide therapy intervention services consistent with goals established by the ARD committee and maintain appropriate reports/documentation
10. Manage intervention programs carried out by others
11. Discontinue intervention program when appropriate
12. Provide child-specific consultation
13. Maintain inventories of equipment materials, and supplies
14. Effectively communicate with school personnel, students and parents regarding therapy programs/purposes as they benefit students and/or educational programs
15. Promote effective interdisciplinary relationships to enhance student achievement
16. Provide information on architectural barriers, classroom modifications and/or safety precautions
17. Provide formal/informal in-service education
18. Develop and maintain effective individual and group relationships with students, school personnel, and parents
19. Exhibit ability to coordinate educational programming with therapy staff, classroom/educational staff, school administration, and outside agencies as appropriate
20. Participate in continuing education and professional growth objectives
21. Integrate up-to-date professional knowledge into program planning

OTHER INFORMATION

Beginning Date:	2009 - 2010 school year
Length of Duty:	187 days (10 months) annually
Salary:	Salary will be in accordance with the annual salary schedule as approved by the Board of Trustees

APPLICATION PROCEDURES AND DEADLINE

Complete Professional on-line application on the web--Type "OT" in box labeled "OTHER ADMIN POSITIONS". Letters of interest and updated resumes should be attached. No faxes or emails, please. Current employees should complete the request for transfer and attach a letter of interest and resume. All applications and attachments will be reviewed and those selected for interview will be contacted. If you need assistance, you may contact:

Director of Human Resources
Irving Independent School District
2621 W. Airport Freeway
Irving, TX 75062
(972) 600-5225

Date Posted: June 4, 2009