

DANVILLE PUBLIC SCHOOLS

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Personnel Vacancy Announcement

OCCUPATIONAL THERAPIST

Nature of Position: Responsible for providing educationally relevant diagnostic and therapy services to eligible students and serving as a multidisciplinary team member.

Essential Functions:

- Ensures that physician's orders (if required), information releases, school records, evaluations, and other correspondence are on record and reviewed
- Creates and follows a weekly work schedule
- Coordinates contracted services for Occupational Therapy
- Maintains a written inventory of equipment and supplies used in programming and recommends supplies and equipment to be purchased
- Maintains a record of student and therapist attendance at therapy sessions
- Prepares Medicaid reports
- Maintains equipment and materials in proper working condition
- Completes diagnostic evaluations, including standardized assessments, and presents the results of the evaluations at multidisciplinary meetings
- Participates as a member of the multidisciplinary team that determines eligibility for special education services
- Develops annual goals and objectives for students who qualify for occupational therapy services (both IEP and 504)
- Monitors the progress of students and makes programming adjustments, as needed
- Participates in team meetings and staffings, as directed
- Provides consultation and in-service training to staff, parents, and other professionals, as directed
- Provides technical assistance and supervision to Certified Occupational Therapy Assistants (COTAs), when applicable
- Observes and follows all policies and procedures established by Danville Public Schools
- Establishes and maintains effective working relationships with all staff
- Represents Danville Public Schools in a professional and positive manner
- Maintains a high level of ethical behavior and confidentiality of information
- Demonstrates a commitment to professional growth
- Performs all duties and responsibilities as assigned by the Director – Office of Exceptional Children and/or designee

Qualifications: Must hold a Master's degree from an accredited training program which has been approved by the American Occupational Therapy Association. Must hold or be eligible for a current Virginia license to practice as an occupational therapist.

Salary Range: Consistent with the 2011-2012 DPS Salary Scale, depending on experience and advanced degrees. In addition, the Danville School Board pays the employee cost in full, for state retirement and state-mandated life insurance; and in part for health insurance. Other benefits include sick leave and personal leave

Application Deadline: Applications will be screened upon receipt and interviews of candidates who meet the qualifications above conducted as soon as possible, with selection to follow soon thereafter.

Start Date: 2011-2012 school year

To Apply: Interested persons, meeting the above qualifications, are invited to forward a letter of interest and resume to the address below. A completed Danville Public Schools *Application for Teaching Position* is also required; application is available online at http://web.dps.k12.va.us/Departments/Human Resources/application_forms.html.

Department of Human Resources

Danville Public Schools

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Danville, Virginia 24543

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The Danville school division does not discriminate on the basis of race, sex, religion, national origin, color, age, or condition of handicap in its employment practices.

Posted 01/27/11