NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NY 11201

(SUBJECT TO FUNDING AVAILABILITY)

POSITION: Itinerant Occupational Therapist

LOCATION: **(18)** Itinerant Occupational Therapist positions. Assignments may include provision of service to preschool and school-age students and will be itinerant, where possible in contiguous districts, but in all cases one borough only. This position will have a focus on provision of Pre K services. Positions available in all five boroughs. The positions report to Central Office at Queens Plaza North.

REPORTS TO: Occupational Therapy Supervisor

ELIGIBILITY:

- A valid New York State license and registration to practice Occupational Therapy
- Minimum three (3) years of experience providing Occupational Therapy in a school-based setting

SELECTION CRITERIA:

- Knowledge of, providing Occupational Therapy to preschool students, with a strong focus on early childhood development of fine motor, social, sensory and cognitive skills.
- Working knowledge of early childhood developmental milestones.
- Ability to articulate relationship between Occupational Therapy and academic outcomes, quality IEP development.
- Ability to collaborate with families regarding provision of services to pre-K students.
- Strong interpersonal skills necessary to collaborate with School IEP and CSE team (including parents) and other disciplines as necessary.
- Experience in completing initial assessments.
- Willingness to develop and present professional development and parent training events.
- Strong organization and time management skills.
- Proficiency in the use of NYC DOE systems related to attendance and IEPs.

DUTIES/RESPONSIBILITIES:
Reporting to designated Supervisor of Occupational Therapy Services at Queens Plaza North, the OT will perform the following duties and responsibilities:

- Priority given to Pre K assignments and services. Any school-age assignment(s) dependent on provider caseload availability.
- Provide Occupational Therapy in accordance with IEP mandates and as indicated by the DOE OT/PT Practice Guide to School-age, Pre School students in private school (NYCEECs – New York City Early Education Centers) and UPK settings.
- Liaise with BFSC and CSE field personnel regarding provision of service to students.
- Integrate provision of Occupational Therapy into the student's classroom and natural learning environment.
- Work with school and supervisory staff on matters relating to Occupational Therapy, including instruction on therapeutic intervention, methodology and developing individual goals and objectives for students served.
- Design, modify or construct adaptive equipment for classroom programs, and instruct teachers,

- paraprofessionals, parents, and other staff in the use of these materials.
- Contact primary care facilities regarding students' medical issues, adaptive equipment needs, etc., as they relate to the continuity of services both in the school and home setting.
- Participate in multidisciplinary and parent conferences to discuss student progress and provide recommendations for service delivery in the least restrictive environment.
- Collaborate on development of quality IEPs.
- Participate in implementation and usage of IEP-recommended Assistive Technology or classroom-based instructional technology.
- Outreach to parents/guardians with a focus on providing recommendations to enhance students' functional ability and continued development in both school and home.
- Participate in IEP, CSE and Impartial Hearing meetings as necessary.
- Maintain daily attendance and anecdotal records for students receiving Occupational Therapy, as directed by the DOE.
- Maintain all related information in specified DOE information systems.
- Other related duties.consistent with this posting.

SALARY: As per collective Bargaining Agreement

WORK SCHEDULE:

- 8:00am-2:55pm **or** 8:30am-3:25pm, depending on site assignment schedule
- Adequate travel time will be incorporated into daily work schedule

APPLICATION INSTRUCTIONS: Send resume, cover letter, and borough(s) of preference to OTPreschool@schools.nyc.gov no later than May 6, 2016

AN EQUAL OPPORTUNITY EMPLOYER

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