

P L E A S E P O S T

**OCCUPATIONAL THERAPIST
EARLY ON**

Date Posted: October 13, 2025
Closing Date: October 27, 2025 or until filled
Anticipated Start Date: As soon as possible
Department: Special Education

Summary: Provide occupational therapy services to children in the Jackson County Intermediate School District by referral from a physician or school personnel according to the guidelines set up. Evaluate students to determine their functional levels and identify special needs. Plan and implement therapeutic activities to assist special education students to benefit from their educational experiences.

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Identify and evaluate physically and otherwise health impaired children referred by a physician or school personnel to the special education program
2. Design programs on an individual basis for each child that requires the services of the occupational therapist in the areas of:
 - a. Sensory and motor development
 - b. Development
 - c. Fine Motor Skills
 - d. Gross-motor skills
 - e. Perceptual training
 - f. Activities of daily living
 - g. Adaptive equipment
3. Attend appropriate clinics and occasional physicians' appointments for input updating progress on children in the program.
4. Help the classroom teachers and school personnel understand the special needs of the physically and otherwise health impaired child in regard to:
 - a. Any special apparatus or techniques being used
 - b. Any special arrangements required for caring for special needs
 - c. Any emotional or school adjustments
5. Communicate regularly with parents to discuss the child's therapy at home and school, and any progress made. Instructs parents in home programs, when appropriate, designed to meet occupational therapy needs of the children.
6. Make home visits to better understand specific needs of children and thus help solve these needs.

7. Serve on Individual Education Plan (IEP) committees for the physically/otherwise health impaired children when appropriate.
8. Order equipment to carry out the occupational therapy program requirements.
9. Keep progress reports on each child currently being served.
10. Remain in communication with physicians and other professional personnel regarding children on the occupational therapy caseload.
11. Establish and maintain a good working relationship with administrators and school personnel.
12. Attend conferences and/or meetings that pertain to the development of the occupational therapy program for the individual children being seen in the program.
13. Implement therapy to meet the IEP goals; plan and manage program.
14. Provide training to the appropriate staff to carry over therapy goals in the school setting.
15. Maintain equipment/room.
16. Provide program services including self-help, functional mobility, environmental adaptations/adaptive equipment, positioning, motor functions, sensory processing, and provocation/vocational skills.
17. Function as a team member for multidisciplinary education teams (MET) and IEPs, and maintains contact with school, family, physicians and agencies.
18. Screen, evaluate, and reassess students to develop IEP
19. Formulate OT policies and procedures.
20. Schedule students for evaluation and treatment
21. Regular and predictable in-person attendance is required for this position.
22. Assign and supervise caseload and responsibilities of the occupational therapy assistant.

Supervisory Responsibilities: Supervises students and occupational therapy assistant.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Certification by National Registration Exam. Experience with home visiting, students age birth - 5, and early intervention services.

Certificates Licenses, Registrations: License from the State of Michigan to practice OT. Valid Michigan driver's license and good driving record.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to speak clearly and concisely in written or oral communication.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Other Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective

working relationships with students, peers, parents and community. Must be able to meet multiple demands from several people.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Employee may be required to drive personal vehicle between work locations as necessary.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works near moving mechanical parts.*

The noise level in the work environment is usually moderate. The employee is frequently exposed to infection at a greater risk than the average person. The employee is directly responsible for the safety, well-being and work output of students.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodation) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is as soon as possible. Placement on the Special Education Certified Salary Schedule will depend on qualifications and experience. New employee starting salary range is \$54,619 - \$109,456. Paid health, dental, vision, life and long-term disability insurances, sick and personal business days.

To Apply: Interested parties should go to our website, <https://jcisd.workbrightats.com> to complete an online application.

APPLICATIONS ACCEPTED UNTIL OCTOBER 27, 2025 OR UNTIL FILLED

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964,

Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.

Our work and organizational goals are driven by Four Guiding Principles:

Instruction ~ Quality, Creativity and Relevance

Leadership ~ Envisioning, Engaging and Executing

Service ~ Listening, Caring and then Serving

Community ~ Collaboration and Partnerships

We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of the posted position.