Occupational Therapist
The Livingston School District is accepting applications for an Occupational Therapist. The work of the successful applicant is a critical link to our growing education community and to the ongoing development of future generations.

Required application materials include: completed District Certified application, letter of interest, resume, and college transcript copies. Applications accepted immediately. This position will remain open until filled. Livingston School Districts #4 & 1 is an Equal Employment Opportunity Employer.

District online application and complete job description is available at: http://www.livingston.k12.mt.us/employment.html

Contact: Jenny Stringer
Livingston School District
Human Resources Office
132 S. B Street
Livingston, Montana 59047
Phone: (406) 222-0861
jenny.stringer@livingston.k12.mt.us

JOB DESCRIPTION

JOB TITLE: Occupational Therapist

REPORTS TO: Director of Pupil Services and Special Education

JOB OR POSITION SUMMARY: Working in cooperation with appropriate district supervisors, teachers, parents and students, shall be responsible for providing occupational therapy services to students helping them to adjust and access the general education curriculum.

Occupational Therapist Job Description

- Provide a continuum of supports for students who are identified for special education services and who qualify for occupational therapy as a related service area
- Conduct screenings and evaluations with respect to the physical assessment area for students
- Creates occupational therapy reports for students who requires this service that are included in Evaluation Report documents as well as Individualized Education Plan documents
- Works collaboratively as a member of Individualized Education Plan teams as well as the Multi-Tiered System of Supports teams and provides services and interventions for students when deemed necessary by those teams
• Provide consultative support to teachers, administrators, and other staff members as well as outside agencies or services when a release of information has been signed allowing this exchange
• Provides direct service for students in the general education and special education settings according to Individualized Education Plans and treatment plans
• Designs and implements occupational therapy services for programs such as Life Skills programs and adaptive physical education programs alongside teachers, administrators, staff members, and other specialists
• Performs data-collection and uses this to aide in program/intervention development for students
• Provides tools, resources, activities, and settings for students who require occupational therapy services/interventions
• Create and/or contribute to progress reports as well as MTSS paperwork involving students who have needs of occupational therapy
• Attends school meetings involving students with special education services who may benefit from occupational therapy services
• Collaborates with outside agencies and services relating to occupational therapy
• Travels to and from schools and/or Youth Day Treatment Center to provide occupational therapy services
  o In rare instance of homebound services, the occupational therapist may be required to travel to a residence
• Comply with all Medicaid requirements for school-based claiming, including obtaining written Medicaid consent from parents of all students served and timely filing of claims that meet Medicaid standards
• Lift, transfer, and position children and equipment as necessary to provide occupational therapy
• Other responsibilities related to the position as shall be assigned by the Director of Special Education and Student Services

KNOWLEDGE, SKILLS and ABILITIES

1. Knowledge of subject matter/course content and resources relevant to assignment.
2. Knowledge of and skills in using effective instructional strategies and practices.
3. Knowledge of and skills in administering, scoring and interpreting physical assessments.
4. Knowledge and understanding of child development and physical development.
5. Knowledge of and skills in best practice instruction specific to various disabilities.
6. Skills in managing and promoting positive student behavior.
7. Skills in data analysis to assess, monitor, and inform instruction for student growth.
8. Skills and abilities in organization, time management, and record keeping.
9. Ability to operate a computer and the skills to learn and utilize software and other technology in instruction.
10. Ability to collaborate and communicate effectively with other professionals in a team setting.
11. Ability to interact positively and effectively with parents, students, staff, and administrators.
12. Ability to maintain confidentiality.
13. Ability to lift, transfer, and position children and equipment as necessary to provide occupational therapy

**LICENSING/CREDENTIAL AND/OR EDUCATION REQUIREMENTS**

1. Valid Montana State Certification with appropriate licenses.
2. Successful Montana State and FBI Fingerprint Background check