(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**

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 1102, Brooklyn, New York 11201, or visit the OEO website at [http://schools.nyc.gov/OEO](http://schools.nyc.gov/OEO)