



Multnomah Education Service District

An Equal Opportunity Employer/Drug Free Tobacco free Workplace

The Department of Special Education Services invites resumes for the position of:

EI/ECSE Occupational Therapist

The primary function of the position is:

This is an on-call position to provide Occupational Therapy services on a short-term basis. Population served ranges from birth to age 5 in our Early Childhood Special Education program. Applicant must have an active and valid Oregon license.

****ON-CALL****

How to apply:

Please submit a resume and letter of interest explaining your experience working with a student population such as MESD's. Also include your availability and salary requirements.

Send your resume and cover letter to MESD
attn: Receptionist.

Starting Date: As Needed

Application Deadline: Open Until Full

Work Year: 2010-11 School Year

Assignment Location: Multnomah County Schools

Salary: Depends On Experience

**Resume materials must be
Sent or delivered to:**

Receptionist, Multnomah ESD
P.O. Box 301039
Portland, OR 97294-9039

JOB TITLE: OCCUPATIONAL THERAPIST

REPORTS TO: Coordinator and/or Supervisor, Department of Instruction

POSITION PURPOSE:

To assess fine motor/functional skills; to identify educationally-relevant accommodations/adaptations and/or to develop and implement instructional or therapeutic interventions as indicated.

NATURE & SCOPE:

This position is subject to Board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes. This position carries no administrative authority or responsibility.

ESSENTIAL JOB FUNCTIONS:

1. Assess and evaluate students to determine current level of performance.
2. Determine level of service based upon current assessment(s).
3. Draft an Individual Education Program (IEP) based upon student needs.
4. Participate as a member of an interdisciplinary team in planning and implementing student programs.
5. Implement Individual Education Programs.
6. Schedule instruction and/or occupational therapy to coordinate with classroom activities and services from other disciplines.
7. Provide instruction and/or occupational therapy to students.
8. Prepare specialized materials and devices.
9. Document student progress and monitor student performance.
10. Direct the activities of the Occupational Therapy Assistant.
11. Provide general information to staff, parents, volunteers and community.

Adopted: 07/01/78
Revised: 8/13/98
OccpTher-267

12. Act as a liaison with related professionals, parents and/or agencies to coordinate student services.
13. Attend required meetings.
14. Maintain records and write reports.
15. Perform other related duties as assigned by the Coordinator/Supervisor, or which are indicated to assure the physical and emotional well-being of students.
16. Adhere to policies of the district and procedures of the department and/or section.

OTHER JOB FUNCTIONS:

1. Maintain and submit records and reports to the Supervisor related to occupational therapy.
2. Act as a resource person in the area of occupational therapy services.

KNOWLEDGE, SKILLS AND ABILITIES:

- Emotional and physical stamina to perform duties as required by the designated task except for temporary disability.
- Valid driver's license and vehicle available.
- Ability to lift students according to acceptable risk factors guidelines (up to 60 pounds maximum without additional support). Exact lifting requirements will vary based upon student weight, tone, and transfer positions/space.

EDUCATION AND EXPERIENCE:

Credential meeting current certification requirements as set forth by the American Occupational Therapy Association and other certification requirements of the State of Oregon. Graduate of an accredited college of Occupational Therapy.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.