

**Payette School District has the following opening for the 2018-2019 school year:  
OCCUPATIONAL THERAPIST – 16 hours per week**

**QUALIFICATIONS**

1. Certified occupational therapist
2. Broad knowledge of child growth and development, psychology of exceptional children, and the principles of counseling individuals
3. Demonstrated ability to effectively work with students, parents, and community groups and agencies
4. Strong leadership skills
5. Maintain confidentiality of staff and students

**PRIMARY RESPONSIBILITY TO  
Superintendent and Special Education Director**

**JOB SUMMARY**

To assist students who have difficulty in achieving a healthy and balanced lifestyle and enable them to participate to their potential in daily occupations of life. To enable all pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating those problems that prevent or interfere with student learning.

**MAJOR DUTIES AND RESPONSIBILITIES**

Assisting Students and Families

1. Provide pupil services and special education
2. Coordinate occupational therapy with other educational services
3. Follow established procedures for evaluation, placement, and reappraisal of students in need of special education or related services
4. Perform skills assessments and treatment
5. Schedule physical examinations to be carried out by the School Nurse(s)
6. Provide customized intervention programs to improve students' ability to perform daily activities
7. Conduct comprehensive home and job site evaluations with adaptation recommendations
8. Make adaptive equipment recommendations and provide training in using them
9. Provide guidance to family members and caregivers
10. Assist with home instruction for homebound or hospitalized students
11. Initiate, facilitate, and maintain relationships with community agencies and other resources to meet pupils' special needs, and refer parents and students to agencies as appropriate

Planning, Evaluation and Reporting

1. Cooperate with Building Principal to plan, coordinate, and evaluate the pupil services program
2. Recommend policies and programs essential to the needs of students needing occupational therapy
3. Evaluate existing programs and make recommendations for improvements
4. Participate in the development and implementation of in-service programs
5. Assume responsibility for the preparation and timely submission of all required reports, and for timely input into reports prepared by others

6. Assume responsibility for district compliance with federal and state law, administrative rules, and Board policy regarding occupational therapy

#### Other

1. Interpret the objectives of the district's pupil services program to parents, students, staff, and the community
2. Keep informed of all legal requirements governing special education and ensures that all requirements under federal and state law, administrative rules, and Board policy are met
3. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
4. Seek assistance should emergencies arise
5. Represent the school district in a positive manner
6. Know and follow school district policy and chain of command
7. Perform other duties as assigned

Candidates should submit *Payette School District Certified Application* and the following:

1. An essay, 250 words or less, on what your major strengths are as they apply to the position of which you are making application
2. Cover letter
3. Resume
4. Photocopies of college transcripts
5. Photocopy of current Idaho teacher certification
7. (3) current letters of recommendation

Tammi Griffin  
Payette School District  
20 N 12th St  
Payette, ID 83661

**Internal candidates may submit a letter of interest stating their qualifications.**

**Applications are available at <http://payetteschools.org/certified-staff/> or call Tammi Griffin at 208-642-9366 or e-mail at [tagriffin@payetteschools.org](mailto:tagriffin@payetteschools.org).**

Payette School District is an Equal Opportunity Employer, as defined and required by state and federal laws. Position open until filled. All recommendations for hire are tentative offers. Employment is contingent upon board approval, and successful completion of a federal background check and drug-free workplace pre-employment screening (if required for the position). *Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Regular attendance is an essential function of this position.