

ANCHORAGE INDEPENDENT BOARD OF EDUCATION

11400 Ridge Road
Anchorage, Kentucky 40223



Certified Vacancy Notice

Date Posted: May 26, 2022

Position: Part-Time Occupational Therapist
Reports to: Principal
Deadline for Submitting Application: June 17, 2022 or until filled

Grade Level: P-8
Work Year/Day: 75 days/school year

Requirements:

- Experience at a variety of grade levels
- Criminal Background Check (upon offer of employment)
- Minimum of 3 References
- A Bachelor's degree in Occupational Therapy approved by the recognized national accrediting body
- Hold current or be eligible for an occupational therapy license in the state of Kentucky

Physical Demands:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Salary/Grade: Anchorage Independent Board of Education Certified Salary Schedule

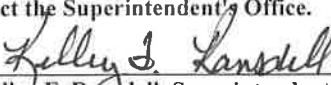
SCOPE OF RESPONSIBILITIES:

Provides students with occupational therapy assessments and services that are necessary for them to benefit from special education. Plans, organizes and delivers the program of instruction based on approved curriculum; monitors, evaluates, and communicates student progress; maintains records and makes reports; enforces Board policies, regulations and rules; supervises students, and secures and maintains school property and materials.

PERFORMANCE RESPONSIBILITIES:

1. Meets and instructs assigned students in the locations and at the times designated.
2. Creates and maintains a learning environment that is conducive to learning and appropriate to the maturity and interests of the students.
3. Responsible for the thorough knowledge of and practical implementation of the Board mandated curriculum.
4. Guides the learning process toward the achievement of curriculum & IEP goals and establishes and supports as appropriate objectives for all applicable lessons, units, and projects and communicates these objectives to students.
5. Employs instructional methods and materials that are appropriate for meeting stated objectives, prepares for classes, and maintains written evidence of preparation.
6. Assists the administration in implementing Board policies, administrative regulations and school rules governing student conduct, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner.
7. Assesses the accomplishments of students on a regular basis and provides progress reports and counseling to parents concerning IEP progress of all assigned students.
8. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
9. Maintains accurate, complete and correct records as required by law, district policy, and administrative regulation.
10. Continues personal professional growth and upgrading of skills appropriate to teaching assignments.
11. Attends staff meetings, serves on staff committees, and accepts share of responsibility for extracurricular activities as assigned by principal.
12. Provides individual assessment of students referred, which may include fine motor, sensory, perceptual, manipulation skills and pre-vocational testing.
13. Develops short and long-term goals to facilitate sensory integration, to develop fine motor skills and independence in activities of daily living, and to improve classroom function.
14. Develops plans to implement therapy goals and contributes to development of the IEP.
15. Interprets occupational therapy assessment, goals, and program for parents and school personnel.
16. Carries out occupational therapy program and assists parents and teachers in modifying environments and providing appropriate activities or techniques.
17. Determines, recommends, and oversees equipment and architectural modifications, which will allow students to function more independently.
18. Performs other duties as assigned by the Principal.

The employment opportunity notice and job description shall be posted at an appropriate place in each building and at the Central Office. If further information is needed, please contact the Superintendent's Office.


Kelley F. Ransdell, Superintendent

The Anchorage Independent Board of Education does not discriminate on the basis of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age, disabling condition, or limitations related to pregnancy, childbirth, or related medical conditions.