



## Wexford-Missaukee Intermediate School District

Helping Schools Help Students

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### **NOTICE OF FULL-TIME POSITION OPENING**

March 7, 2018

**TITLE** Occupational Therapist

**DATE OF POSITION OPENING** On or about August 29, 2018

**GENERAL DESCRIPTION OF POSITION** The individual selected for this position will be responsible for 1) evaluating general education student and student with disabilities who may be eligible to receive OT and 2) providing direct occupational therapy services and support services for special education eligible students.

#### **SPECIFIC RESPONSIBILITIES**

1. Help interpret results of assessments to referral sources, parents, and other appropriate individuals.
2. Attend REED, MET and IEP meetings and other related meetings when appropriate.
3. Carry out the OT requirements of the pupil's IEP as assigned by the IEPT.
4. Complete all forms and reports in a timely manner consistent with ISD policies and procedures
5. Keep up to date professionally

#### **DESIREABLE QUALIFICATIONS**

1. AOTA Certification
2. Previous experience with school programs will be very helpful
3. Demonstrated ability to communicate effectively orally and in writing
4. Experience with Multi-Tier System of Supports will be very helpful

#### **MINIMUM QUALIFICATIONS**

1. State of Michigan Occupational Therapist license

**WAGES AND BENEFITS** According to the Professional Association contract

**HOURS TO BE WORKED** 7.5 hours daily

**CALENDAR** Professional staff school year

**APPLICATION PROCEDURE** Applicants **must** submit an application, cover letter, resume, copy of college or university transcripts and credentials, and three letters of reference from individuals familiar with the candidate's work experience and abilities. An application may be obtained online by going to the [WMISD Website](https://wmisd.org/job-postings/) (<https://wmisd.org/job-postings/>).

**Please submit application materials to:**

Melissa Johnson, Human Resources Assistant

Wexford-Missaukee ISD

9907 East 13<sup>th</sup> Street

Cadillac, MI 49601

Phone: 231-876-2276

Email: [Human Resources \(humanresources@wmisd.org\)](mailto:HumanResources@wmisd.org)

**APPLICATION DEADLINE** April 6, 2018 at 3:00 pm or until filled