



## NOTICE OF VACANCY

**DATE:** December 2, 2020

**TITLE OF VACANCY:** Occupational Therapist

**LOCATION:** Travel – Auxiliary Building

**HOURS PER DAY:** 8

**DAYS PER YEAR:** 190

### REQUIREMENTS/QUALIFICATIONS:

1. Bachelor's, Master's or Doctorate degree from an accredited program for occupational therapists
2. Valid registration with the National Board for Certification in Occupational Therapy (NBCOT)
3. Valid State of Illinois Occupational Therapy license

### SPECIFIC RESPONSIBILITIES:

1. Identification and Planning
  - a. Assemble, review, record pertinent information upon referral
  - b. Maintain student files and current prescriptions
  - c. Evaluate students to determine need for therapy and level of service
  - d. Plan treatment programs and determine treatment goals (IEP's)
2. Service Delivery
  - a. Provide input to multidisciplinary conferences
  - b. Supervise programs conducted by Certified Occupational Therapy Assistants (COTA's)
  - c. Update treatment programs and goals as appropriate
  - d. Provide direct and consultative service as appropriate
  - e. Document evaluation/intervention procedures and results through progress notes and reports
  - f. Ongoing collaboration with team
3. Perform other duties as assigned

**APPLICATION DEADLINE:**

Until Filled

**APPOINTMENT DATE:**

Upon Board Approval

**SALARY:** Based on Years of Experience

**BENEFITS:** Personal and Sick Leave - Medical Insurance - Life Insurance - Illinois Municipal Retirement

**SELECTION PROCESS:** Application, Interview, and Selection

**HOW TO APPLY:**

go to [www.sps186.org/humanresources](http://www.sps186.org/humanresources) and click on classified vacancies, follow online instructions

**OR**

**REFER APPLICATION AND RESUME TO:**

Gina McLaughlin-Schurman, Director of Human Resources  
Springfield Public Schools District 186  
1900 West Monroe Street  
Springfield, IL 62704  
217-525-3006

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