



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

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[www.hcps.org](http://www.hcps.org)

November 29, 2021

AN EQUAL OPPORTUNITY

### VACANCY ANNOUNCEMENT

HCPS is committed to recruiting and retaining effective and diverse educators and staff to build a climate of student success and improve learning experiences for every child in every classroom.

### OCCUPATIONAL THERAPIST – 11-MONTH John Archer School

To provide occupational therapy to students as determined by Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP) goals.

- **This position will work 20 days in addition to the regular school calendar for the purpose of supporting the special education process and Extended School Year (ESY) services.**

#### DUTIES AND RESPONSIBILITIES INCLUDE

*These items are intended only as examples of the various types of job duties to be performed. The omission of specific duties does not exclude them from the position if the work is a similar, related, or logical assignment to the position.*

- Serves as an itinerant therapist to students with a documented educational disability and as a consultant to teachers, parents, administrators, and others as appropriate.
- Serves as a member of an IEP/IFSP/504 team when occupational therapy is a topic of discussion.
- Performs team approved occupational therapy screening assessments and evaluations during the school year and summer months, as required.
- Interprets test results and writes reports.
- Participates in the development of IEPs/IFSPs/504s.
- Provides occupational therapy services to students with an approved IEP/IFSP/504.
- Provides consultative services to parents, teachers, school staff, administrators, transportation staff, and others as appropriate.
- Consults with outside agencies; shares information with teachers, administrators, and school health staff as appropriate.
- Completes Medicaid billing encounter forms.
- Maintains accurate records and completes required special education forms.
- Maintains documentation of services provided to students.
- Provides therapy to students as part of the Extended School Year (ESY) Program.
- Performs other work-related duties as assigned.

#### SALARY

Starting Salary for an 11-Month Occupational Therapist (\$60,433)  
May increase with additional education and experience.

#### REQUIREMENTS

- Hold or be eligible for a Maryland license as an occupational therapist from the Department of Health and Mental Hygiene (DHMH).
- Able to collaborate with school-based staff.
- Excellent written and oral communication skills; excellent interpersonal skills.

## HOW TO APPLY

Employment applications are accepted **online only**. To access the application, visit the Employment Opportunities section of the HCPS website at [www.hcps.org](http://www.hcps.org). If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

## DEADLINE

Online employment applications will be accepted **until filled**.

The Board of Education of Harford County does not discriminate on the basis of age, ancestry/national origin, color, disability, pregnancy, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to [Paula.Stanton@hcps.org](mailto:Paula.Stanton@hcps.org), or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both.

### ***AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE***