



## Human Resources Office

102 S. Hickory Avenue, Bel Air, Maryland 21014

Telephone: 410-588-5238

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www.hcps.org

### VACANCY ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

January 10, 2025

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.














### 11- MONTH OCCUPATIONAL THERAPIST – ITINERANT Harford Academy

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.**

#### ESSENTIAL DUTIES AND RESPONSIBILITIES MAY INCLUDE








*These items are intended only as examples of the various types of job duties to be performed; specific position assignments will vary depending on the needs of the department. 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

-  This is a full-time eleven-month position. Salary range based on the FY 2024-2025 HCEA Salary Schedule for Eleven Month Speech Language (SLP)/ Therapists, Occupational Therapists (OT) and Audiologist Personnel. Starting Salary: \$68,278– Maximum Earnings Potential \$123,830.
-  Full salary schedules can be found at the bottom of the Current Vacancies webpage <https://www.hcps.org/departments/humanresources/vacancies.aspx>

## TRAINING AND EXPERIENCE REQUIRED

-  HCPS offers an expansive benefits package including individual and family medical, vision, dental, life insurance, retirement savings, pension, paid time off, and more.
-  For a complete list of benefits, please visit the Employment Benefits section of the Human Resources webpage:  
<https://www.hcps.org/departments/HumanResources/Default.aspx>
-  For more information on holidays and paid time off, please refer to the Holidays and Leave Provisions sections of the HCEA Negotiated Agreement:  
<https://www.hcps.org/boe/collectivebargaining.aspx>
-  FLSA: Exempt
  
-  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 is committed to providing an inclusive and welcoming environment for all employees and applicants. We adhere to the principles of equal opportunity in all aspects of employment and do not discriminate on the basis of race, color, national origin, sex (including pregnancy and related conditions, sexual orientation, and gender identity), religion, disability, age, genetic information, or any other characteristic protected by applicable federal, state, or local laws.*

*In accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964, the Board of Education of Harford County prohibits discrimination based on sex, race, color, national origin, religion, or any other protected characteristic in any program or activity it operates. The Board of Education of Harford County encourages applications from all qualified individuals.*

*Inquiries or concerns about your rights related to Title IX can be directed to our Title IX Coordinator, Dr. Eric Davis, at 102 South Hickory Ave, Bel Air, MD 21014, 410-588-5202, or [TitleIX@hcps.org](mailto:TitleIX@hcps.org). Inquiries related to your rights under Title VI or Title VII can be directed to our Coordinator of Investigations, Ms. Renee McGlothlin, at 410-809-6087 or [Renee.McGlothlin@hcps.org](mailto:Renee.McGlothlin@hcps.org). Harford County Public Schools' non-discrimination policy can be accessed here: [NON-DISCRIMINATION POLICY: \(hcps.org\)](#) and found on the HCPS website under Board of Education Policies and Procedures. Harford County Public Schools' non-discrimination statement can be accessed here: [NON-DISCRIMINATION STATEMENT: \(hcps.org\)](#) and found on HCPS' homepage.*

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