



## **Position vacancy announcement**

**Title:** Occupational Therapist  
**Reports to:** Director of Special Education  
**Anticipated start date:** August 11, 2020

### **About our school**

Provident Charter School in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing, and sequencing. The school is in its fifth year with students in Grades 2-8. Located on the city's North Shore the school will enroll 318 students from 40 different districts around Western Pennsylvania.

### **Job Goals**

- Create a warm, welcoming community with a globally shared understanding of values
- Become, remain acutely attuned and address to the academic, social and emotional needs of students
- Create proactive and responsive approaches to supporting student needs

### **General Responsibilities**

- Provide school-based occupational therapy services to students in Grades 2-8
- Evaluate students to determine eligibility for school-based occupational therapy services
- Provide input for IEPs for students who qualify for occupational therapy services
- Maintain compliant special education paperwork
- Support classrooms or groups of students as needed
- Develop strong, trusting relationships with students, parents, and staff
- Participate in all required professional development
- Collaborate with team members including speech and language pathologists, school psychologists, physical therapists, teachers, etc.
- Log sessions for Medical Access
- Additional responsibilities may be assigned from administrators

### **Required Qualifications**

1. Current Pennsylvania occupational therapist license
2. Excellent communication, leadership, organization, and problem-solving skills
3. Outstanding dependability, initiative, creativity, and decision-making skills
4. Proficient in managing and using data to guide decisions for student programs.
5. Ability to secure all relevant and necessary clearances.

**Preferred Qualifications**

- Five or more years of experience as an Occupational Therapist.

**Terms of Employment:** Ten (10) month position

**Evaluation:** Performance of this job will be evaluated by the Director of Special Education.

**Salary and benefits**

- Starting salary will be based on experience.
- Employer paid retirement contribution matching 10% of salary.
- Employer paid dental, vision, life insurance benefits.
- Significant employer contribution toward health insurance.

**How to Apply**

Interested candidates should email a cover letter & resume to Dr. Rachel Owens at [rowens@providentcharterschool.org](mailto:rowens@providentcharterschool.org). The subject line of that email should reflect the position title. Applicants are encouraged to act with urgency.

*Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*