



**Position Title:** Occupational Therapist  
**Bargaining Unit:** Grand Rapids Education Association (GREA)  
**Salary:** Determined by the collective bargaining agreement and a comprehensive benefits package  
**Earning Days:** Determined by the negotiated calendar

**GRPS MISSION:** Our mission is to ensure that all students are educated, self-directed and productive members of society.

**SUMMARY OF POSITION:**

Provide Occupational Therapy services as indicated on each student's IEP. Work collaboratively with school initiatives that support intervention strategies for student success. Conference with parents and classroom teachers. Prepare written reports that shall include information needed to determine eligibility and educational data which identifies the student's current level of motor performance. Establish communication systems between therapist and individual buildings, teachers and parents. Provide home based activities, when appropriate. Assist parents in identifying and/or preparing for summer therapy programs. Work cooperatively with area agencies involved with students and families.

**ESSENTIAL JOB FUNCTIONS** - *Essential functions under the Americans with Disabilities Act may include any of the following duties, knowledge and skills. This list is illustrative only and is not a comprehensive listing of all functions and duties performed by employees in this position. Regular on time and in person attendance is an essential function of this job. Other essential functions may include, but are not limited to the following:*

**JOB FUNCTION:**

- Comply with Michigan Special Education law/requirements that impact Occupational Therapy services
- Work cooperatively with the Diagnostic Team in the development of goals and objectives
- Comply with Special Education IEP timelines
- Provide direct instructions to students on caseload
- Report progress to parents as scheduled in individual student IEP's
- Maintain accurate records of progress and service
- Demonstrate knowledge of Grand Rapids Public Schools Curriculum

- Align student goals and objectives with district general education standards
- Comply with Master Agreement between the GRPS Board of Education and Grand Rapids Education Association
- Participate in building Student Success Teams
- Provide oversight to Certified Occupational Therapist Assistants.
- Participate in Area meetings with Special Education Supervisor, as directed by Area Special Education Supervisor
- Participate in district wide Occupational Therapy meetings, as directed by Area Special Education Supervisor
- Complete Medicaid documentations, monthly
- Participate in professional development opportunities
- Support individual School Improvement Plans

*This description describes the type and level of work performed by a person assigned to this position. It is not an exhaustive list of all duties and responsibilities required in the position.*

#### **REQUIRED QUALIFICATIONS:**

- An earned baccalaureate degree in Occupational Therapy
- Registered by the Department of Education
- Full approval by the department of education

#### **ADA REQUIREMENTS:**

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk, hear (in a quiet or noisy environment). The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust/focus.

#### **WORK ENVIRONMENT:**

The noise level in the work environment is usually loud to moderate. Work is performed indoors although there will be required outdoor activities. The employee is directly responsible for the safety, well-being and work output of students.

**MENTAL FUNCTIONS:**

While performing the duties of this job, the employee is required to compare, analyze, communicate both orally and in writing, copy, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills, compile and negotiate.

**METHOD OF APPLICATION:**

Grand Rapids Public Schools manages employment applications online. Applications must be completed online at <https://grps.tedk12.com/hire>. No hardcopy applications/resumes will be accepted for this position. Computer terminals are available in the GRPS Franklin Campus lobby from 8:00am – 4:00pm, Monday-Friday, for applicant use (Monday – Thursday during the summer).

***Non-Discrimination***

*The Grand Rapids Public Schools will not discriminate against any person based on race, sex, sexual orientation, gender, gender identity and expression, height, weight, color, religion, national origin, age, marital status, pregnancy, disability, veteran or military status.*

***Americans with Disabilities Act accommodations:*** Assistance with the application process may be requested through the Human Resources Department at [616 819-2022](tel:6168192022) or [humanresources@grps.org](mailto:humanresources@grps.org)