



## WAVERLY COMMUNITY SCHOOLS Position Announcement

<b>Job Title:</b>	2026 Extended School Year Occupational Therapist		
<b>Location:</b>	Waverly Community Schools	<b>Start Date:</b>	July 2026
<b>Salary Range/Level:</b>	\$40/hour	<b>Terms of Employment</b>	Extended School Year 2026 July 2026-August 2026
<b>Date Posted:</b>	May 7, 2026	<b>Application Deadline:</b>	Until Filled
<b>Application Process:</b>	<p>A COMPLETED ONLINE APPLICATION IS <b>REQUIRED FOR ALL APPLICANTS</b>. (See application instructions at <a href="#">ESY Occupational Therapist 2026</a>)</p> <p>Resume and cover letter may be:</p> <ul style="list-style-type: none"> <li>• Attached within the online application (preferred)</li> <li>• Faxed: (517) 321-8577</li> <li>• Mailed: Waverly Community Schools, 515 Snow Rd., Lansing, MI 48917</li> </ul>		
<b>Job Description</b>			
<b><u>JOB SUMMARY</u></b>			
<p>Provide Occupational Therapy services as indicated on each student's IEP. Work collaboratively with school initiatives that support intervention strategies for student success. Prepare written reports that 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.</p> <p>Comply with Michigan Special Education law/requirements that impact Occupational Therapists.</p>			
<b><u>ESSENTIAL JOB FUNCTIONS</u></b>			
<p><i>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:</i></p>			

- Participates as a member of the multidisciplinary evaluation team and assists in the comprehensive assessment of students suspected of having a disability as outlined in the Michigan Administrative Rules for Special Education
- Provides occupational therapy services, as recommended by Individualized Educational Programming team, to students with disabilities enrolled in general education, special education and/or vocational programs
- Coordinates with and provides consultative services to general education and special education teachers, teacher consultants for physically or otherwise health impaired and other special education staff working with students with disabilities
- Assists with and/or provides result-oriented in-service sessions that inform teachers and parents about the educational, medical and vocational needs of students with disabilities as it relates to occupational therapy
- Participates in problem solving teams at the building level for students who are having educational difficulties
- Coordinates with community agencies and resources, including medical specialties, to facilitate information and services that will support the family and child, and that are complementary to educational programs
- Becomes familiar with and abides by established district policies and personnel procedures
- Work cooperatively with staff in the development of goals and objectives.
- Comply with Special Education referral and IEP timelines.
- Provide occupational therapy services as indicated on each student's IEP.
- Report progress to parents as scheduled in individual student IEPs.
- Maintain accurate records/timelines of progress and service.
- Always maintain confidentiality.
- Collaborate with teachers to support positive practices within the classroom.
- Comply with Master Agreement between the Waverly Board of Education and Waverly Education Association.
- Participate in meetings as directed by Special Education Administrator.
- Complete Medicaid documentation, monthly.
- Conduct parent training sessions related to student needs.
- Work collaboratively with school initiatives that support intervention strategies for student success.
- Conference with parents and classroom teachers.
- Support individual School Improvement Plans.
- Other duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

- Possess a Michigan Occupational Therapy License
- Earned degree from a college or university offering an approved program in Occupational Therapy
- Preferred experience in the area of assistive technology, and in the area of ADLs with an emphasis on feeding and eating skills for students with severe, multiple disabilities

- Qualified by training and/or experience to provide therapy to students with disabilities in a school environment
- Knowledge and skills commonly used in occupational therapy evaluation and consultation
- Ability to communicate effectively in both oral and written form to multiple audiences

**Knowledge, Skills, and Abilities:**

- Must be knowledgeable of Common Core State Standards and strategies to meet the academic, developmental, and functional needs of students.
- Competency in the administration and interpretation of occupational therapy assessment
- Ability to establish and maintain effective working relationships with students, peers, parents, and community.
- Demonstrated ability to work on a multidisciplinary team and offer occupational therapy specific recommendations that coincide with meeting the wholistic needs of the student.
- Ability to communicate clearly and concisely (oral and written)
- Understanding of and willingness to provide occupational therapy services within the context of “free appropriate public education” in the least restrictive environment rather than a rehabilitation or medical model.
- Regular and on-time attendance is required.
- Demonstrated ability to work in an economically, culturally, and racially diverse environment.
- Demonstrated ability to manage a diverse and demanding workload.
- Demonstrated understanding of current research related to effective school based occupational therapy.

**ADDITIONAL KNOWLEDGE, SKILLS and ABILITIES**

Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to demonstrate the character traits of respect, responsibility, honesty, and caring when interacting with staff, students, and community members.

**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). 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.

**Notice of Non-discrimination**

***Non-Discrimination***

***The Waverly Community 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 [\(517\) 319-3031](tel:5173193031) or [msavage@waverlyk12.net](mailto:msavage@waverlyk12.net).***