

DIOCESE OF ALLENTOWN

St. Joseph Center for Special Learning, Schuylkill Haven

## **Position Description**

**Job Title:** Occupational Therapist

**Job Status:** Part-time (specific days/hours to be determined)

**Reporting Functions:** Reports to Principal, Bob Giba

### **Job Function:**

The Occupational Therapist provides evaluation, consultation, and therapeutic services to students with intellectual and developmental disabilities. This position supports students in developing fine motor, sensory processing, self-care, and daily living skills to help them participate as fully as possible in educational and school-based activities.

### **Duties and Responsibilities:**

- Provide occupational therapy services to students with Individualized Education Programs (IEPs).
- Conduct evaluations and re-evaluations to determine eligibility and service needs.
- Develop measurable goals and implement individualized treatment plans.
- Deliver direct and consultative therapy services in individual and small group settings.
- Collaborate with special education teachers, general education staff, speech-language pathologists, and related service providers.
- Participate in IEP meetings and contribute to progress reporting.
- Provide recommendations for classroom accommodations, assistive technology, and adaptive equipment.
- Maintain accurate and timely documentation in compliance with applicable regulations.
- Support students' development in fine motor skills, sensory processing, visual-motor integration, self-care skills, and functional participation in school activities.
- Uphold the mission and values of St. Joseph Center for Special Learning.

### **Additional Conditions of Employment:**

- Maintain confidentiality and uphold professional standards in accordance with school policies.
- Attend required staff training sessions and meetings as needed.
- Follow the academic school calendar.
- Flexible scheduling options may be available.

### **Educational Qualifications:**

- Degree in Occupational Therapy from an accredited program required.
- Current state licensure as an Occupational Therapist required.
- Experience working with children in a school or pediatric setting preferred.

**Other Qualifications:**

- Strong communication, organizational, and collaboration skills.
- Experience with sensory integration techniques preferred.
- Familiarity with assistive technology tools preferred.
- Ability to manage a caseload efficiently.
- Positive, patient, and team-oriented mindset.
- Commitment to supporting the diverse needs of students with disabilities.
- Valid Pennsylvania Driver's License required.
- Must pass all required background checks and training requirements before employment.

**Physical Demands:**

- Frequent standing, walking, and movement throughout the school environment.
- Ability to assist students with positioning, mobility, and use of adaptive equipment as needed.
- Must possess the physical and emotional stamina required to work in a school setting supporting students with varying needs.

**Supervisor:** Bob Giba

**Email:** rgiba@stjosephctr.com