



CUMBERLAND COUNTY SCHOOLS

JOB VACANCY ANNOUNCEMENT

POSITION TITLE	EMPLOYMENT STATUS	MONTHLY SALARY
OCCUPATIONAL THERAPIST	FULL TIME 12-MONTHS	\$4,850.00 - \$7,978.00

LOCATION	FLSA STATUS	CLOSING DATE	JOB NUMBER
EC INSTRUCTIONAL BUILDING	EXEMPT	UNTIL FILLED	00

QUALIFICATIONS

Must be a graduate of an accredited OT program and hold a current OT license in North Carolina. Pediatric experience is preferred.

CONDITIONS OF EMPLOYMENT

Must possess a valid North Carolina driver's license. Background check with local and state law enforcement agencies required. Applicant must be able to obtain a Commercial Driver's License (CDL) when requested.

HOW TO APPLY

1. Submit NC State online application for classified personnel at, [People Admin](#) and apply it to the announced vacancy.
2. Submit a letter of interest, a resume, and a background form to the Human Resources office by 5:00 pm on the closing date of the announced vacancy. Please specify job number on letter of interest and [Background Form](#).
3. Documents can be mailed to: Human Resources, Cumberland County Schools, PO BOX 2357, Fayetteville, NC 28302, dropped off at Human Resources, Cumberland County Schools, 2465 Gillespie Street, Fayetteville, NC 28306 or faxed to: (910) 678-2344. Emails will not be accepted.
4. Applicants not following the above procedures will not be considered for employment.

POSITION DESCRIPTION AND DUTIES

Performs evaluations that may include standardized tests, skilled observations, teacher/parent/student interviews, and record reviews. Skills to be evaluated may include fine motor skills, visual-motor skills, visual-perceptual skills, neuromuscular status, sensory processing, and school-related self-help skills. Interprets evaluation results and make recommendations to the IEP team regarding the need for school-based occupational therapy intervention. Participates as a member of the IEP team for students on OT caseload as well as students evaluated by OT but not currently on OT caseload. This includes attending IEP meetings for these students. Writes school-based occupational therapy goals as part of the IEP. Provides direct and/or consultative OT treatment in order to address and meet OT goals. Documents and maintains accurate OT records. Supervises Certified Occupational Therapy Assistants as needed following guidelines of the NCBOT. Provides in-services to teachers and other school-related personnel as needed. Contributes to ordering of occupational therapy equipment relevant to the educational setting as needed. Maintains communication with teachers, parents, and other IEP team members of students on OT caseload. Attends Assistive Technology meetings as needed and assist in performing Assistive Technology evaluations as needed. Attends OT/PT staff meetings. Fabricates splints and make adaptive devices as needed to assist students in their educational environment. Provides occupational therapy services to Cumberland County School students who are homebound as needed. This includes collaborating with the teacher and other CCS professionals who also provide services for these students. Provides record reviews, evaluations, and treatment as needed for students in the Early-In (3-year-old to 5-year-old) program. The occupational therapist also acts as a member of the IEP team for these students. Maintains current North Carolina Board of Occupational Therapy license that includes attending 15 hours of continuing education courses annually related to the field of occupational therapy. Serves as team player and role model for other employees in the organization; demonstrates a commitment to continuous quality improvement; supports and exhibits organization core values of caring, respect, integrity, responsibility, high expectations, being customer driven, and valuing diversity. Performs other duties and accepts responsibilities as assigned.

PHYSICAL REQUIREMENTS

Must be able to physically perform the basic life operational functions of finger dexterity, grasping, kneeling, sitting, walking, stooping, reaching, lifting, pushing, pulling, talking, seeing, hearing, and repetitive motion.

THE CUMBERLAND COUNTY SCHOOL SYSTEM HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.

AN EQUAL OPPORTUNITY EMPLOYER