



K-12 Flagstaff Christian School Occupational Therapist Job Description

- TITLE:** K-12 Occupational Therapist (Full-Time)
- JOB SUMMARY:** Our school based occupational therapist will be working with students one-on-one and classrooms and as a whole while using meaningful activities to promote the student's participation and performance in school. The OT will be focusing on academics and assisting high risk students who have needs in the classroom. An OT in a private school setting will look much different than public school, especially with less paperwork, so please inquire about the differences.
- QUALIFICATIONS:**
1. Personal relationship with Christ and demonstrates Spiritual Leadership as outlined below.
 2. Has earned a Bachelor's Degree from an accredited University or minimum 2 years experience in the field in which they are applying.
 3. School based OT experience preferred.
 4. Willing to complete ACSI certifications as required by ACSI.
 5. Will pass a criminal background check.
- REPORTS TO:** Student Services Director
- SUPERVISES:** All staff have a responsibility to supervise students assigned to them and other students in the school.
- TERMS OF EMPLOYMENT:** 10-month term. No school Fridays, teachers vacation* from Nov 27, 2025- January 4, 2026 (*must complete lesson plans and curriculum, but that is on your own time). School begins August 4, teachers report July 28, 2025.
- EVALUATION:** Job performance will be evaluated through observation, formal and informal evaluations, and performance inside and outside of the classroom.
- SALARY:** \$20/hr. salary. Additional \$20 per child session (sessions usually 30 min). Additional \$50 per evaluation. Prep time must be on your own time, although you are provided salary during lunch if you are there the full day. Salary schedule commensurate with experience, skills, training, and education. Medical benefits

potentially starting Fall 2025 with full-time positions. Dental, vision, and life insurance offered for full time positions.

Job Responsibilities:

1. Spiritual Leadership

- a. Provides spiritual leadership with Christ-like actions, attitudes, and all communications in keeping with the scriptural principles with all members of the FCS community.
- b. Commitment to a vibrant walk with Christ including regular spiritual disciplines of prayer, Bible reading, church attendance, and accountability.
- c. Commitment to continual and ongoing personal and professional growth, modeling teachability, and lifelong learning to our community.
- d. Faculty and staff are expected to uphold the FCS Doctrinal Statement and Position on Critical Issues. We are to promote the unity of the believers and avoid denominational issues.

2. Team Member

- a. Demonstrates respect for each individual student, facilitates opportunities for development of spiritual and academic growth from a Christ centered Biblical worldview.
- b. Plan and implement appropriate daily OT sessions for students based upon the student's developmental status, mode of learning, and sensory and motor needs
- c. Develop and maintain a system of observation and feedback regarding student progress to parents and Administration.
- d. Employ a variety of OT techniques to accomplish goals for the student.
- e. Promptly complete student referrals to appropriate personnel when needed.
- f. Organize the physical learning environment in a tidy, clean, joyful manner to encourage and maximize student learning and accommodate special needs.
- g. Take necessary and responsible precautions to protect students, equipment, and facilities.
- h. Use developmentally appropriate principles of behavior management to guide student behavior consistent with FCS model.
- i. Develop an appreciation of and respect for the role and individuality of parents and partner with parents in their child's education.
- j. Shows evidence of an ongoing self-evaluation plan which provides ongoing feedback for continued development of OT techniques.
- k. Maintain accurate, complete and correct student records as required by law, school policy, and administrative regulations.
- l. Maintain all attendance and goals in approved, proper and up-to-date form.
- m. Understand and be able to implement all building emergency procedures.
- n. Provide input to teachers for developing a plan for the implementation of sensory and motor needs in the classroom.
- o. Other tasks as assigned.

3. Communication

- a. Communicates as necessary with parents about student progress a minimum of one time per semester.
- b. Maintains goals per semester and communicates progress mid-semester.
- c. Develop and maintain effective communication with administrative personnel and co-workers.

4. Training

- a. They will be able to provide parent training and teacher training on individual students, as well as for a class as a whole. Monitors needs in the classroom and passes along information for ordering of all curriculum in the classroom.
- b. Continues to develop professionally in understanding and ownership of curriculum being taught in the class.

5. K-12 Student Discipline

- a. Maintains proper classroom management.
- b. Attends TBRI or like program every 2 years.
- c. Meets with parents regarding discipline challenges.

6. Special Education

- a. The OT will address areas including cognitive, physical, sensory and psychosocial components that affect the student's ability to perform at their best in the classroom.
 - i. They will be addressing fine motor skills (writing, typing, drawing, coloring cutting, buttons, zippers, etc), gross motor skills (skills that are needed for stable posture, correct seating, crossing midline, skipping, running, catching, etc), eye/hand coordination, transitions (between activities, between classes), appropriate play and interactions, self-care skills, and social participation.
- b. The therapist will provide these same high risk students with skills to help self-regulate in the classroom. Many high-risk students have sensory issues whether they manifest as being sensory seekers or sensory avoiders.
- c. The OT will play a vital role in helping with regulation of these students, allowing them to re-engage in their classroom with minimal loss to their academic time.
- d. Responsible for reading, attending, and implementing student IEP information.
- e. The OT will assist in adapting the school environment for a student as needed which may include adapting school activities, school programs, modifying curriculum, and providing accommodations.