



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #301283

JOB TITLE: Occupational Therapist

OPENING DATE: MAY 22, 2023 **MAY 22 2023**

CLOSING DATE: MAY 30, 2023 OR UNTIL FILLED

SALARY RANGE: Tribal Pay Scale

TYPE OF EMPLOYMENT: Regular Full Time, 230 Days

SUPERVISOR: Exceptional Education Coordinator

JOB LOCATON: Department of Schools

SCOPE OF SERVICE AND EFFECT:

Occupational therapist will lead the process in development, implementation, and coordination of the occupational therapy program for the Choctaw Tribal School System. Screening, evaluation, educational program and transition planning, therapeutic intervention, and exit planning is provided for students identified with or suspected of having disabilities that interfere with their ability to perform daily life activities or participate in necessary or desired occupations. Professional judgment and clinical knowledge are used to develop individualized programming based on occupational performance deficits in the areas of personal care, student role, interaction skills, process skills, play, community integration/work, and graphic communication. Occupational therapist will regularly collaborate with other disciplines and services at departmental and system levels. Occupational therapist is expected to independently review outcomes and modify intervention programs. Clinical reasoning and professional judgment are essential to ensuring the safety of students and protecting liability of the school system and the therapist. Guidance and reporting to the Coordinator will be exercised over support personnel, such as occupational therapy assistants and educational aides.

DUTIES AND RESPONSIBILITIES:

1. Provide occupational therapy services to identified students with intellectual disabilities, autism, traumatic brain injury, orthopedic impairments, or other disabling conditions.
2. Participate in multidisciplinary meetings to review evaluation results, integrate findings with other disciplines, offer recommendations, and develop individual education plans and interventions to achieve IEP goals.
3. Serve as a member of the Individual Education Plan (IEP) team to identify goals working in coordination with physical therapist, adapted physical education teacher and other special education staff.
4. Evaluates the student's ability and formulates the student's occupational profile through a variety of functional, behavioral, and standardized assessments, skilled observation, checklists, histories, and interviews.

5. Collaborate with other disciplines to ensure team understanding of student occupational performance strengths and needs, through evaluation, educational program planning, and service delivery.
6. Adapts and modifies the environment including assistive technology and training instructional staff to meet individual needs and to help students function as independently as possible.
7. Maintain thorough student records to document attendance, participation, or progress, ensuring confidentiality of records.
8. Complete required reports of progress on students in the student information system (e.g. NASIS/Infinite Campus).
9. Educates student, educational personnel, and family to facilitate skills in areas of occupation as well as health maintenance and safety.
10. Assess students' physical needs and make recommendations to the IEP team.
11. Prepare therapy plans in accordance with individualized education plans (IEPs) and the functional abilities or needs of students.
12. Establish and maintain standards of behavior to create safe, orderly, and effective environments for learning.
13. Provide individual or small groups of students with therapy that meets IEP goals.
14. Write or modify individualized education plans (IEPs) for students with intellectual or physical disabilities.
15. Evaluate the motor needs of individual students to determine their need for adapted physical education services.
16. Communicate behavioral observations and student progress reports to students, parent, teachers or administrators, as needed.
17. Write progress reports to summarize student performance, social growth, or physical development.
18. Advise education professionals of students' physical abilities or disabilities and the accommodations required to enhance their school performance.
19. Attend in-service training, workshops, or meetings to keep abreast of current practices or trends in occupational therapy.
20. Request or order therapy equipment, following standard procedures.
21. Maintain inventory of instructional equipment, materials or aids.
22. Modify therapy methods or materials to accommodate student needs.
23. Educate and train parents on occupational needs and home support that would benefit their child.
24. Encourage and support participation of families in community based activities for their child (e.g. community recreation, Special Olympics).
25. Assist with Special Olympics committee as called upon.
26. Remain knowledgeable of developments in the field by reading current literature, attending professional association meetings, conferences and discussing developments and problems of mutual interest with others in the field.
27. Demonstrate sensitivity to the Choctaw community by participating in community functions.
28. Make provisions for being available to students and parents for education-related purposes outside the instructional day when necessary and under reasonable terms.
29. Establish an open line of communication with students, parents and colleagues concerning both academic and behavioral progress of all students.
30. Use acceptable written and oral expressions in all communications with educators, students and parents.
31. Maintain an open line of communication between the school and parent or legal guardian.
32. Establish and maintain cooperative professional relations with others.
33. Participate in staff development activities as required by supervisor and system policies.
34. Participate in staff meetings and serve on committees as required.
35. Perform other duties as assigned by the supervisor.

QUALIFICATIONS:

1. Possess a valid certification of Occupational Therapy issued by the Mississippi Department of Health.
2. National Board Certification by the National Board for Certification of Occupational Therapy.
3. Preference given to therapist with five or more years' experience working with special education students in school setting.
4. Preference given to therapist who has a valid Mississippi Class B, Endorsement P, Commercial Driver's License, and a valid School Bus Driver's Certification issued by the State Department of Education.
5. Ability to work in a rural school system with bilingual students.
6. Excellent communications skills and an academic record that can withstand critical review.
7. Employee is subject to random drug testing.
8. Complete a criminal background check on county, state and national levels. Any record or conviction of criminal or child abuse will result in immediate termination.
9. A valid Mississippi Driver's License, reliable transportation and personal liability insurance.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved as follows:

Further bolstering this Native American Preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The Authority to waiver Native American Preference Laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033 – Choctaw Branch
Choctaw, Mississippi 39350