

Washington West Supervisory Union Job Description

JOB TITLE: Occupational Therapy – Contractor Provisions

FLSA STATUS:

UPDATED: FY 2014

Organization's Responsibilities and Expectations:

1. Negotiate and develop with the Occupational Therapist a process for referral and follow-up within the school setting.
2. Ensure that staff will receive the release time needed to participate in the professional training, supervision, and documentation necessary to carry out their job duties and responsibilities.

Contractor's Responsibilities and Expectations:

1. Provide the Organization access to not less than 300 hours of experienced, licensed, and supervised Occupational Therapy to be deployed to the Schools. The Contractor will provide a copy of the license under which the assigned staff or Contractor is working.
2. The school calendar will be followed and the days of service beyond the student days will be determined by the School.
3. Provide Organization with the assessment, programming and consultation specific to occupational therapy needs of students.
4. Provide the Organization with consultation to administration, special education staff, guidance, classroom teachers and appropriate others concerning the treatment needs of identified students.
5. Provide the Organization with outcome information collected at the conclusion of the year based on IEP goals.
6. Provide the salary, benefit package, supervision, training, and the professional liability coverage for all staff assigned to fulfill this contract.
7. Adhere to the policies and procedures of Organization (available on-line at www.wwsu.org).
8. In addition to compliance with FERPA, all Contractor's staff will adhere to the privacy standards of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Criminal Records Check:

1. The staff supplied by the Contractor must undergo fingerprinting and completion of a criminal record check prior to the beginning date as stated above. The Request for Criminal Record Check form may be obtained at the office of the superintendent and must be accompanied with payment of \$16.50 to the Washington West Supervisory Union.