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PRESTON COUNTY SCHOOLS
731 PRESTON DRIVE, KINGWOOD, WV 26537
304-329-0580- FAX 304-329-0720
O.T. CONTRACT SERVICES ON AN AS NEEDED BASIS

Posting Date: September 9, 2010 **Closing Date:** September 15, 2011
Title: Occupational Therapist **Location:** County Itinerant
Supervisor: Director of Special Education **Salary:** Negotiated Rate
Budget Source: County funds
Certification: Occupational Therapist licensed through WV Board of Occupational Therapy.

Employment Term: Upon approval by WVDE until October 29, 2010

Application Process: Submit a letter of interest, a bid sheet and a resume to the Personnel Office, either by mail or fax (304) 329-0720.

QUALIFICATIONS:

1. Appropriate certification for the position as required by W.Va. Policy 5202;
2. Experience with school age children is preferred;
3. Ability to successfully work with parents, staff, and students;
4. Ability to successfully carry out the responsibilities of the position;
5. Meet professional responsibilities;
6. Clearance of any criminal convictions as listed in House Bill 146.

PERFORMANCE STANDARDS/INDICATORS:

1. LEADERSHIP
   - A. Display knowledge of area of responsibility;
   - B. Keep informed of recent developments in field;
   - C. Use good judgement;
   - D. Establish and follow schedule;
   - E. Train teachers in use of individual evaluation instruments;
   - F. Consult with teachers on student management ideas.
2. WORK TOWARD SCHOOL SYSTEM IMPROVEMENT
   - A. Keep program current with needs of system and community;
   - B. Assist teachers in the use of results of individual evaluations, related materials, and appropriate methods.
3. PROMOTE GOOD EMPLOYEE AND PUBLIC RELATIONS
   - A. Cooperate with staff and public;
   - B. Be accessible;
   - C. Treat parents, staff, public and students courteously;
   - D. Work with parents in developing and understanding of learning problems.