

Occupational Therapist

Department: Specialized Learning Support Program

Reports to: Assistant Superintendent

Job Summary:

As a school-based occupational therapist you will help children participate in what they need and/or want to do in order to promote physical and mental health and well-being. You will focus on academic participation, school routines, play and leisure, social participation, self-care skills (ADLs or Activities of Daily Living), and transition skills.

Qualifications:

- Degree in Occupational Therapy (Master's Degree preferred)
- Licensed by the Professional Regulation Commission
- Preferred a minimum of 3 years experience in pediatric and school-based settings.
- Strong foundation, background and skills in using Ayres' Sensory Integration and Strength-Based approach. (SI Certification preferred)
- Well developed communication skills, with an ability to be able to explain treatment plans to stakeholders
- Effective communication and collaboration skills with experience working in a multidisciplinary team.
- Experience writing treatment plans and individualized goals
- Expertise in administration, analysis and interpretation of formal and informal assessments and has good oral presentation and written communication skills.
- Experience in contributing to learning support plans, and developing individualized occupational therapy programs.

Your expertise includes activity and environmental analysis and modification with a goal of reducing the barriers to participation. To achieve this you will:

- To develop and maintain a high quality Occupational Therapy service within the Specialized Learning Support(SLS) program at International School Manila.
- To evaluate student needs and manage occupational therapy services for SLS students.
- To provide a proactive and comprehensive intervention program to help students, parents and teachers develop positive learning experiences.
- Provide services, which holds the well being of each student paramount.

Key Responsibilities:

1. Duties and Responsibilities:

- Conducts occupational therapy screenings and assessments (formal and informal) using research-based methods and evaluation tools to determine the need for occupational therapy services and/or referral to appropriate professionals.
- Provides written evaluation reports in a timely manner.
- Analyzes and interprets information to create individualized intervention programs and make recommendations based on gathered evidence and assessment results.
- Collaborates with teachers in order to organize and manage workload and scheduling needs.
- Contributes to the development of the learning support plan by writing and co-writing goals and objectives based on each student's need within the scope of the occupational therapy practice.

- Collaborates with core teachers in identifying effective tools and strategies to accommodate each student's needs in the classroom and modifying tasks to access learning in an inclusive environment.
- Coaches teaching and educational assistants to implement individualized programs.
- Collaborates with other school professionals in developing programs for specialized sessions or classes such as Adapted Physical Education, Adapted Swimming, and Life Skills, Play and Socio-Emotional Learning.
- Co-teaches specialized classes as needed to address specific skills/needs as identified in the assessment results and based on their learning support plans.
- Contributes to the upskilling of the school community as deemed appropriate by providing Professional Development (PD) opportunities through department-wide and/or school-wide learning bytes or workshops.
- Attends meetings relevant to the management of students in the designated workload.
- Provides direct and indirect occupational therapy intervention including but not limited to individual, dyad and small group intervention sessions in liaison with the teacher and parents.
- Responsible for record keeping in compliance with ISM regulations and to provide accurate and timely data as required by ISM administration and the SLS Program Leader.
- Reflects on school-based occupational therapy practice with peers and identifies strengths and weaknesses, giving evidence of sound professional judgment.
- Participates in meetings and provides test results and reports to facilitate admissions decisions.
- Actively undertakes continuing professional development (CPD) as required by the PRC, as well as to broaden knowledge relevant to pediatric and/or school-based practice.
- Maintains student and teacher confidentiality.
- Performs other duties as assigned.

2. Liaison:

- Works in close co-operation with the administration, teachers and other specialists at ISM.
- Liaises with parents and caregivers of children on their designated caseload.
- Contributes and participates in the development of innovative practice and projects in collaboration with team leaders and other specialists.
- Attends team meetings and participates in faculty initiatives and other meetings as necessary.
- Provides consultation to parents, teachers and other appropriate school personnel.
- Provides specific strategies to teachers, parents and others in order to foster student growth.
- Identifies therapeutic services provided by non-school agencies and builds relationships with these agencies to support students at ISM.
- Fosters and sustains a community that rejects all forms of discrimination.
- Assists in developing and maintaining safe spaces for all individuals at ISM.