

Job Description

Job title/Position: Occupational Therapist

Division: Learner Support

Direct Supervisor: Director of Learner Support

Position Overview

The Occupational Therapist (OT) supports Hong Kong Academy's Learner Support Program, academic programs from K-12. The OT will help to guide the development, implementation and coordination of the occupational therapy program. He/She will use meaningful activities to help children participate in all school-based activities, and to promote physical and mental health and well-being. The OT will address underlying physical, cognitive, psychosocial and sensory components of performance, impacting areas of academic and social participation, self-care skills and transition/work skills. The OT will use activity and environmental analysis as well as modification in order to reduce barriers to participation. He/She provides direct instruction screening, evaluation, educational planning, therapeutic intervention and exit planning for students with disabilities under the direction of the Learner Support Director. He/She adheres to the school's mission, policies, and beliefs; among those beliefs is foremost that all children enrolled in Hong Kong Academy are fully participating members of the HKA school community. The OT is both a child advocate and a parent liaison. The OT supports and contributes to the enrollment process where his/her specific expertise is needed.

Qualifications and Experience

The Occupational Therapist should have: Successfully completed and graduated from an accredited Occupational therapy professional program and a license in Occupational therapy. A minimum of a B.S. degree including appropriate certifications in related field areas i.e. sensory integration, 3-5 years' experience in working with a variety of special needs in a school system, and 2 years of overseas experience. Experience as a teacher trainer, or some experience in presenting. Have some experience in both a paediatric clinical and educational settings that required creating and reporting on intervention programs. The OT should use professional literature, evidence based research and continuing education content to make program decisions.

Preferred Qualifications and Experience

M.S. in Occupational therapy, coursework in biology and physiology, experience in special education is preferred for both the leadership and experience aspects, some work with emotional and behavioural disabilities, more specifically Pervasive Developmental Disabilities, Autism, and Down Syndrome, Dysgraphia, Dyspraxia (Developmental Coordination Disorder) and Executive Function difficulties. Some work with curriculum committees and/or implementation of curriculum. Recent professional development in various areas of special needs and child development.

He/She should possess exceptional communication skills, collaborative skills, patience, and compassion.

General Responsibilities

The Occupational Therapist (OT) will be responsible for:

- Developing, maintaining and reporting on individualized educational plans
- Coordinates the OT program and process under the direction of the HKA Learner Support Director
- Provides or coordinates programming for students with disabilities
- Provides direct instruction for students with disabilities
- Works with classroom teachers through observations, strategy development, and the Child Study Team (CST) process to meet the needs of individual students
- Provides information and consults with staff and parents regarding various disabilities and topics related to learner support
- Provides support, where appropriate, to families and community members through: the sharing of information, communication regarding local organization talks and seminars, and periodic sponsorship of HKA presentations of special needs and related topics
- All aspects of I.E.P. Management: Facilitating I. E. P. meetings, writing I.E.P.s, and overseeing the implementation
- Regular Reporting as specified by the program
- Write reports and attend multidisciplinary case meetings to plan and review ongoing treatment
- Provide support, direction and management to classroom, LS teachers and co-teachers
- Provide support to Admissions through, application review, observations, and recommendations
- Participate in at least 12 hours of co-curricular activities per year
- Continue own professional development through conference attendance, seminars, network meetings, journals, etc.
- Other duties as assigned by Supervisor

School Hours

7:50 a.m. to 3:45 p.m. Monday to Friday. Classes meet 8:20 a.m. to 3:20 p.m. With the exception of Wednesday with the early dismissal of all students to enable teachers to engage in professional and curriculum development from 1:15 p.m. - 4:45 p.m.

Contact: recruitment@hkacademy.edu.hk

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