

SCHOOL DISTRICT OF CRANDON
INTERNAL AND EXTERNAL VACANCY
POSTED: 2.13.26

POSITION TITLE: Occupational Therapist

POSITION DETAILS:

- Reports To: Director of Student Services

POSITION DESCRIPTION:

The School District of Crandon is seeking an Occupational Therapist to begin immediately and for the 2026-2027 school year. This position will be full time at 40 hours per week, with benefits.

Under the direction of the Director of Student, the Occupational Therapist (OT) provides educational occupational therapy services to students (birth through age twenty-one) and IEP and 504 team members. The Occupational Therapist is responsible for the proper interpretation and performance of essential duties and responsibilities. The OT evaluates student performance in such areas such as fine motor, self-help, sensory processing, daily living and vocational skills. The OT documents evaluation results, establishes functional goals and develops intervention plans. Services include direct service and/or consultation with school staff, families, medical personnel, community agencies, and others as needed. Employees are also responsible for modifications of equipment and/or environment and in-service training.

RESPONSIBILITIES:

- Screens and/or evaluates students who have been referred to occupational therapy in the areas of fine motor performance, coordination, postural stability, perceptual motor performance, sensory processing and self-regulation and activities of daily living/functional skills (such as written productions and classroom tool use) with emphasis on present level of performance as related to academic functioning.
- Train special and general education staff, parents and other team members on specific interventions.
- Consults and collaborates with teachers and other specialists regarding appropriate motor activities, self-help skills, sensory needs, adaptations, and special equipment or assistive devices as necessary.
- Implement educational plans as described on individual IEP and 504 plans and provide information for building staff as needed.
- Provides monitoring, consultation, direct or indirect occupational therapy for selected students who are eligible for such services.
- Maintains close communication with classroom teachers, Director of Student Services, and other staff and parents concerning student's performance.
- Maintains accurate records of students evaluated and served in occupational therapy program; including assessment results, IEP and 504 progress and other documentation or reports as needed.
- Participates in designated team meetings, individual education plan conferences and periodic reviews involving assessment, programming and reevaluation decisions.
- Develops and provides formal and informal in-service programs for teachers and parents regarding occupational therapy.
- Maintain appropriate records and reports.
- Collect data on progress on goals and objectives for each student and meet all required timelines.
- Conduct assessments, comprehensive report results, and follow Wisconsin state criteria in area(s) of special education eligibility as well as mandated timelines.
- Orders and maintains equipment and check out systems.

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- Designs, orders or constructs adaptive equipment and assistive devices and other classroom support items.
- Participates in professional development by attending in-services, workshops, conferences and classes.
- Complies with School Board policies and all state/federal rules and regulations.
- Completes all district and state reporting requirements.
- Experience in developing and implementing a variety of behavior strategies and interventions for effective programming, including functional behavioral assessments.
- Experience implementing strategies for improving social skills.
- Development of measurable, functional goals and establishing intervention plans.
- Document students progress and adapt/modify curriculum and tools for the classroom.
- Provide general information and staff development on topics such as early development, handwriting, sensory processing and adapting equipment.
- All other duties as assigned by the Director of Student Services and/or District Administrator.

QUALIFICATIONS:

1. Current Occupational Therapist license issued by the State of Wisconsin Department of Regulation and Licensing.
2. Current DPI License 812-Occupational Therapy.
3. Experience working with school-age children, staff, parents/guardians, and physicians and ability to work effectively, collaboratively, and positively with employees, students, parents, and the general public.
4. Ability to display proactive behavior through initiative, decisiveness, and the ability to work independently. Have time management skills and possess problem-solving skills.
5. Communicate effectively, verbally and in writing to a diverse audience with knowledge of community resources.
6. Demonstrate the highest level of ethical behavior; maintain confidentiality of sensitive information (medical and personal).
7. Remain flexible to adapt to changes in the work environment while completing work accurately while paying close attention to detail.

SUBMISSION MATERIALS:

- Cover Letter
- Resume
- Transcripts
- Proof of DPI license or work towards a license
- Three Current Letters of Recommendation

APPLICATION DEADLINE: February 27, 2026 at 3:00 pm

HOW TO APPLY: To apply for this position, please submit application materials to the District Office, Attention: Jason Bertrand, District Administrator or apply on WECAN.

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