



— A C A D E M I A —  
**CESAR CHAVEZ**  
*¡SÍ SE PUEDE!*

### Job Description

Located on the eastside of Saint Paul, Academia Cesar Chavez is a public charter school founded in 2000, serving students PreK through 8th Grade. Academia Cesar Chavez is a community-based, Dual-Language Bilingual school with a focus on honoring the lived experiences and cultural backgrounds of all students and their families through our core values of **Identity, Solidarity, Intellect, and Justice**.

## Occupational Therapist

Department:	Academic - SPED
Reports to:	Special Education Coordinator
Management Role:	Non-Manager
FLSA Status:	Exempt

## Position Overview

Under the direction of leadership, the Occupational Therapist (OT) will be responsible for planning, implementing, and providing direct/indirect occupational services to students with IEPs. In addition, the OT will provide indirect support to students via instruction to their educational providers, helping them to implement the IEP. In summary, the Occupational Therapist employed at Academia Cesar Chavez will assist students as they improve, develop, and restore their participation in school work, independent activities, or play, consistent with state and federal laws, regulations, and guidelines.

## Responsibilities

- Provide Direct and Indirect OT service minutes per student-specific IEP, including preparation time for services
- Screen, evaluate (Initial and Re-evaluations), and monitor students with disabilities for the purpose of supporting educational programming and school-based interventions in order for students to make progress towards goal attainment and independence
- Collaborate with faculty to ensure that all staff understand the role of OT, general education interventions, and best practices for students related to their sensory and motor needs
- Evaluate the student's ability and formulate the student's occupational profile, providing written reports that reflect strengths and barriers to student participation in the educational environment and guides evidence-based intervention
- Due process caseload management including scheduling services, updating schedule, organization of student information, progress reports
- Participates in meetings to discuss the development of Individualized Education Programs (IEPs)
- Participate in the child study process. As a result, the OT will provide targeted, evidence-based intervention to facilitate student participation and occupational performance within the school environment
- Assesses the need for assistive technology and equipment and makes recommendations for its use at school to help students function as independently as possible
- Document occupational therapy interventions, services, and student progress in accordance with school district policies, as well as state and federal laws and regulations
- Facilitate staff training as requested by leadership
- Maintain consistent, collegial communication with general education teachers, other staff members, and parents concerning student's performance

## Qualifications

- Hold a current license and/or certification as an Occupational Therapist in the state of Minnesota
- Demonstrate knowledge of Minnesota due process procedures and disability criteria
- Able to articulate the rationale for assessments and their intended purpose, results, and implications
- Excellent verbal and nonverbal communication skills
- Demonstrate the ability to organize and synthesize verbal and written data
- Can respond quickly to a variety of stakeholder requests
- Work cooperatively and effectively in a multi-disciplinary environment with various staff and related service providers
- Fluent in Spanish preferred

## Skills & Traits

Candidates must:

- Be driven to empower students from historically-underserved communities
- Work collaboratively with colleagues as part of a team
- Demonstrate the ability to prioritize and respond to needs across multiple settings
- Maintain a calm and collected demeanor in difficult and/or emotional situations
- Be dedicated to doing whatever it takes to support all students achieving academic success
- Learn how to value all kinds of skills that students bring to the classroom
- Demonstrate alignment with the educational philosophy and core beliefs of Academia Cesar Chavez

## Schedule

This is a 10-month position, from August to June. The typical work day is 7:15am to 3:15pm, Monday through Friday, with occasional extended times to accommodate for staff meetings and schoolwide events.

## Compensation

Competitive salary for this position is based on skills and experience of the candidate, with reviews and adjustments occurring annually. A comprehensive benefits package is included.

To apply, please email your resume, cover letter, and references to [hr@cesarchavezschool.com](mailto:hr@cesarchavezschool.com)

**Academia Cesar Chavez**  
**1801 Lacrosse Ave, Saint Paul MN 55119**  
**(651) 778-2940**

Academia Cesar Chavez is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.