



## Programs of the Western Pennsylvania School for the Deaf

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### **POSITION TITLE:**

Part-Time Occupational Therapist

### **REPORTS TO:**

Director of Academic Support

### **LOCATION:**

300 E Swissvale Ave, Pittsburgh, PA 15218

### **POSITION START:**

August 18, 2025

### **JOB**

### **DESCRIPTION:**

This is a part-time position. Responsibilities include:

- Screen and evaluate students to determine eligibility for school-based occupational therapy services
- Assist in the development and writing of comprehensive evaluation reports, re-evaluation reports and IEPs following required formats and compliance timelines
- Attend, participate in, and/or review information to discuss results of required evaluations and IEP reports
- Schedule students effectively, efficiently to receive occupational services
- Implement individual, group, classroom, consultative services as appropriate to meet the needs of students in their educational programs
- Utilize best practices; evidence-based research, and appropriate materials to implement therapeutic services
- Consult with educational and other therapy staff and parents regarding occupational therapy needs and services in school
- Maintain working student files in accordance with department procedures

### **QUALIFICATIONS:**

Valid PA Occupational Therapist License and Occupational Therapy degree. Pediatric school-based experience preferred. Excellent organizational skills, initiative, and ability to work with limited supervision.

### **SIGNING REQUIREMENTS:**

The Sign Language Proficiency Interview for the position is "Survival Plus." The minimum level accepted at hire is "No Functional Skills."

### **CLEARANCES REQUIRED:**

PA Criminal Background, PA Child Abuse, and FBI Clearance required. Physical, TB and Drug Screen also required.

### **APPLICATION PROCEDURE:**

Send letter of application and resume to:

Lauren Hayes  
Director of Human Resources  
Western Pennsylvania School for the Deaf  
300 East Swissvale Avenue  
Pittsburgh, Pennsylvania 15218  
lhayes@wpsd.org

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