



Mecosta-Osceola Intermediate School District

Administrative Offices: 15760 190th Avenue, Big Rapids, MI 49307

Phone: 231.796.3543

[MOISD Job Opportunities](#)

2425-55

NOTICE OF VACANCY

Title: Occupational Therapist

Dept/Program: Special Education

Start date: August 18, 2025

Classification/FLSA: Union, Exempt

Duration: Full-time school year position, 183 days

Reports to: Special Education Supervisor

Location: Mecosta-Osceola ISD

Position Summary: The Occupational Therapist provides evaluation and occupational therapy services as related to the educational program of individuals with disabilities.

Professional Requirements / Education and Experience

- Must be certified and possess state licensure to practice Occupational Therapy.
- Preference is given to a candidate who has experience and or training with ASD special needs children in a school-based setting.
- Demonstrated aptitude for work to be performed, such as, but not limited to: positive work ethic, well organized, strong communication skills, basic technology skills, and flexibility to work effectively with diverse students and staff.
- Must pass a criminal history background investigation conducted by the Michigan State Police (MSP) and the Federal Bureau of Investigation (FBI).

Essential Duties

- Participate as a team member of the IEPC as necessary/assigned.
- Develop and update goals and objectives in writing and in specific and measurable terms for each assigned student.
- Implement occupational therapy services when included in an IEPC plan.
- Collaborate with students, parents, teachers and others in establishing and implementing a special education program in the least restrictive environment as prescribed by the IEPC.
- Serve as a member of a multidisciplinary evaluation team as necessary/assigned.
- Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.
- Provide training to district staff, community organizations as assigned.
- Maintain accurate documentation and meet deadlines as required by law or MOISD policy, including monthly caseload reports.
- Display effective time-management and caseload scheduling abilities.
- Assume responsibility staying current in the field of special education and occupational therapy.
- Assume responsibility to transport self to assigned worksite(s) and maintain regular, reliable and prompt attendance.
- Supervise COTA (Certified Occupational Therapy Assistant) when assigned.
- Additional duties as assigned by Assistant Superintendent of Special Education Services or designee.

Supporting Schools and Student Achievement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, Section 102(a) it is the policy of the Mecosta-Osceola Intermediate School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. Inquiries regarding this policy should be directed to: Superintendent, Mecosta-Osceola Intermediate School District, 15760 190th Avenue, Big Rapids, MI 49307, Telephone (231) 796-3543.



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Compensation: Commensurate with level of experience and credentials. Based on the MOISD-MEA bargaining agreement.

Benefits: Full benefit package; Employee Assistance Program; MPERS retirement; Paid sick and personal leave; some remote work may be possible; Professional development opportunities with tuition reimbursement.

Posting date: 05/14/2025

Application deadline: 05/19/2025

Please submit cover letter, resumé and references, and applicable transcripts to:

Jessica R. Ross, Human Resources Coordinator

Email: jobs@moisd.org

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