



601 Catocin Circle, NE  
Leesburg, VA 20176  
Tel: 703.777.1939  
Fax: 703.777.1935  
thearcofloudoun.org

**Job Title:** Occupational Therapist, part time (est. 20 hours/week)

We're HIRING for a part-time certified Occupational Therapist to join The Aurora School within The Arc of Loudoun in Leesburg, VA! Ideal candidate is an experienced OT professional with exceptional ability to communicate, multi-task, and relate to children with disabilities. If you are highly organized and have the passion for working in a collaborative team environment with students with special needs, this may be the job for you. Exciting opportunity to be a part of a dynamic organization!

The Aurora School within The Arc of Loudoun is a 12-month day program that provides a collaborative and innovative learning environment for students 5-22 years of ages with Autism and other developmental abilities. [www.thearcofloudoun.org](http://www.thearcofloudoun.org).

**Occupational Therapist Summary:** Programming and delivering OT goals within each student's educational and behavioral program.

### **Job Responsibilities**

- Implement direct and indirect therapy services
- Attend meetings, such as IEPs, weekly team meetings, staff meetings
- Incorporate the Principles of Applied Behavior Analysis into therapy session
- Work collaboratively and professionally with other team members, such as BCBA's, SLPs, ABA Therapists, and parents
- Being flexible about schedule changes
- Record and track IEP progress through session data collection
- Manage student service logs, including data sheets and billing
- Provide input on student progress in quarterly progress reports to parents and/or school systems
- Create and carry-out occupational therapy goals and objectives for students' IEPs
- Training all team members, including parents, on any speech and language concern, procedure, and/ or mode of communication
- Proficiency in Microsoft Office, including Word and Excel
- Other job related duties and responsibilities assigned by the supervisor

### **Qualifications Required**

- Experience as a certified Occupational Therapist
- Knowledge of ABA Principles and Verbal Behavior
- Experience working with individuals with autism and/or other special needs who are verbal and/or non-verbal with behavioral issues
- Familiar with the IEP process and goals
- Ability to problem solve
- Well organized
- Experience with data collection and analysis
- **Certification/License:** National Board Certified OT; VA Occupational Therapy License required
- **Education:** Master's degree in Occupational Therapy preferred



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### **Physical Requirements**

- Standing and walking for extended periods of time
- Effectively implement and physically implement PCM procedures (if trained)
- Frequent change in position from sitting to standing to walking
- Ability to bend, reach, and hold objects

*Interested in being our part-time Occupational Therapist (OT)?* If so, please submit your resume **and** cover letter (brief summary stating why you think this is the place for you along with salary expectation) to [ametaxa@thearcofloudoun.org](mailto:ametaxa@thearcofloudoun.org).

We will reach out to those that best meet the qualifications. The Arc of Loudoun is an Equal Opportunity Employer.