



NEW YORK CITY PUBLIC SCHOOLS
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NY 11201

Posted: 08/25/2025
Deadline: 9/5/2025

SY2025-2026 VACANCY CIRCULAR

POSITION:

The Supervising Occupational Therapist supervises, directs and evaluates the performance of therapists engaged in the provision of both school-age and preschool occupational therapy services (including itinerant providers assigned to non-public school pre-K locations) working within the New York City Department of Education.

Supervising Therapists visit schools to supervise the delivery of Occupational Therapy Services, as appropriate; observe students; review student records; and make therapeutic recommendations to ensure the appropriate delivery of occupational therapy services in school.

This position will supervise Occupational Therapy (OT) services for pre-K students across multiple boroughs, and for school-age students within assigned districts.

Reports to: Division of Inclusive & Accessible Learning (DIAL)

Direct Reports: Occupational Therapists

LOCATION:

Teacher of Speech-Inclusive Preschool Special Education Program. Assignments include provision of service to primarily to preschool students. Assignments serving other preschool and school age students as needed and may be itinerant contingent upon mandates in contiguous districts, but in all cases, one borough only.

Assignment subject to change, within the same borough, dependent on caseload and student enrollment. Positions are available in Manhattan, Bronx, Queens, Brooklyn, and Staten Island. The positions report to The Office of Related Services, with a designated Supervisor of Speech Improvement, and are assigned primarily to NYCPS Pre K Center(s) and Pre-K-Classes housed in NYCPS Schools.

ELIGIBILITY REQUIREMENTS:

Minimum Requirements – Occupational Therapy Supervisor

- Valid New York State license and certification in Occupational Therapy.

SELECTION CRITERIA:

Preferred Qualifications:

- Previous Supervisory Experience a plus
- Minimum of three (3) years experience in NYCPS school-based occupational therapy
- Expertise in early childhood development including fine motor, sensory, cognitive, and social-emotional skills.
- Strong interpersonal and communication skills to collaborate with multidisciplinary teams and families.
- Experience conducting initial assessments and contributing to quality IEP development.
- Proficiency in DOE systems related to attendance and IEPs.
- Capacity to deliver professional development and parent training.
- Strong organizational and time management skills.

DUTIES/RESPONSIBILITIES:

Supervise Occupational Therapy (OT) services for pre-K students across multiple boroughs, and for school-age students within assigned districts.

- Provide clinical guidance to NYCPS employed, contract, and independent therapists in accordance with best practices.
- Respond to family and advocate concerns, ensuring services align with students' IEPs.

- Collaborate with CSEs, BCOs, and other field staff to ensure timely delivery of services.
- Review and assign therapist caseloads, with attention to geography, travel, and caseload equity.
- Develop and implement professional development sessions, coaching, demonstration lessons, and workshops.
- Support therapists in inclusive practices (e.g., Universal Design for Learning, culturally responsive approaches, functional communication strategies).
- Participate in IEP meetings, multidisciplinary conferences, and impartial hearings.
- Maintain compliance documentation and reporting through DOE systems.
- Liaise with school administrators regarding therapist support, time management, and mandate compliance.
- Review caseloads of providers in assigned schools/programs to:
 - Ensure provider caseloads/workloads are maximized
 - Ensure services are recommended according to guidelines in SOPM and services are supportive of students' needs
- Support staff in implementing inclusive practices, including but not limited to:
 - Implementation of Universal Design for Learning (UDL) principles, and multi-tiered services and environmental adaptations of physical space and material to ensure accessibility for all students and addressing potential barriers
 - Supporting communicative competence through use of diverse communication strategies and service delivery models to meet the unique needs of each student using a culturally responsive lens and a strength-based approach
 - Development of collaborative goal setting and partnerships with school staff and families to ensure functional communicative competence which may include coaching and/or staff/parent training
 - Ensuring that there is ongoing assessment of the efficacy of inclusive practices to meet the changing needs of the students

Other related duties:

- Provide site assignments and orientation for new occupational therapists.
- Develop and present professional development sessions and resources for OT providers and community stakeholders.
- Collaborate with principals to ensure OT support and staff supervision.
- Provide leadership in developing inclusive, evidence-based supports.
- Review service delivery alignment with Standard Operating Procedures Manual (SOPM) guidelines.
- Lead development of professional learning opportunities (PLOs) and resources for internal and external audiences.

WORK SCHEDULE:

- As per Collective Bargaining Agreement during the 2025-2026 school year; additional hours to be determined.

SALARY:

As per Collective Bargaining Agreement.

APPLICATION INSTRUCTIONS:

Please include a resume, cover letter, and list of preferred borough(s) with your application:

<https://nyc.teacherssupportnetwork.com/Home.do?CareerPath=PPS>

If you have any questions about this activity, please contact: Specialeducation@schools.nyc.gov

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

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<https://www.schools.nyc.gov/about-us/policies/non-discrimination-policy>

APPROVED BY:

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