OCCUPATIONAL THERAPY SERVICES FOR JOHN F. KENNEDY DAY SCHOOL

SCOPE OF WORK

BACKGROUND:

The John F. Kennedy Day School services students on the Fort Apache Indian Reservation. The scope of work calls for professional related services to assist the school in implementing special education and related services as authorized under P.L. 108-446 Individuals with Disabilities Education Improvement Act (IDEIA). The purpose of IDEIA program is to provide a free appropriate public education to students who have an identified disability and by reason thereof require specialized instruction including related services to meet their unique educational needs.

John F. Kennedy Day School is located in a semi-remote area on the Fort Apache Indian Reservation, in a community called Cedar Creek, 18 miles south of Whiteriver, Arizona.

OCCUPATIONAL THERAPY SERVICES:

The contractor will provide related services in Occupational Therapy (OT) for the period beginning August 2025, through May 2026 (with a 4 Year Option). Services will include direct in-person therapy to students, consultations with staff, screenings, evaluation reports, instructions/directions to teaching assistant, participation in IEP meetings, parent contact with questions/concerns, and entering quarterly progress reports. Contractor will also need to work with the NASIS system (Native American Student Information System) to include entering evaluation summary report, enter present levels into IEP's (Individualized Education Program), enter OT related goals, and enter OT related services. The contractor will provide a direct service log for each student and each visit; and will be asked to meet with the Special Education Department at the beginning of the contract as well as periodically to provide updates and discuss student progress.

IDENTIFIED STUDENTS:

There are approximately 6 students who presently need Occupational Therapy on a bi-weekly basis. The contractor will be at John F. Kennedy Day School for 2 days per month to provide direct therapy to students.

OBJECTIVE:

To ensure the provision of Occupational Therapy Services to those special education students identified or those referred for possible special education services attending JFK. Services will be provided in accordance with P.L. 108-446, the Individuals with Disabilities Education Improvement Act of 2004, as specified in Individual Student Individualized Education Plans (IEPs).

1. Observes, screens, evaluates students and provides documentation of student referrals;
2. Attends and participates in multidisciplinary team meetings, when appropriate;

3. Develops and/or implements therapy plans into NASIS IEP's including a narrative description of student's exact needs and specific, measurable individual goal statements, service minutes, accommodations;
4. Maintains service/documentation log of exact services provided to each student receiving Occupational Therapy;
5. Provides supervision/direction to teaching assistant who provides direct services to students once per week;
6. Identifies equipment needs and makes recommendations of needs to the Special Education Department;
7. Completes student reevaluations and initial evaluations in accordance to BIE timelines;
8. Provides written evaluation reports to the multidisciplinary team prior to the team meetings;
9. Completes and submits to the Special Education Department written reports of student progress at the end of each school quarter; and
10. Provides training and support as needed to staff and parents.

QUALIFICATIONS of KEY PERSONNEL: The

Occupational Therapist must be:

- Experience (Resume): Experience working with school age children, staff, parents and/or guardians.
- Master's Degree in Occupational Therapy
- Certified Licensed in the State of Arizona for Occupational Therapy
- National Certification in Occupational Therapy

THE SERVICE PROVIDER IS TO:

1. Submit all documentation of services and reports to the Special Education Department.
2. Collaborate with the Special Education Coordinator to establish schedule.
3. Meet with Special Education Department on the first day of work to organize structure for service provision and the procedures delineated for providing specified services.