



Summer Program  
25 Pine St. 4 FL NYC 10005  
Email: [ashley@thequadmanhattan.com](mailto:ashley@thequadmanhattan.com)  
Call: 585-298-7306

## The Quad Manhattan Summer Program Occupational Therapist (Independent Contractor)

### **Position Description**

Occupational Therapists at The Quad Manhattan Summer Program are part of a growing team of professionals in the fields of Education, Speech and Language Therapy, Occupational Therapy, and Psychology. They maintain professional licensure in their respective field to work with a small caseload of twice-exceptional students for a six week summer camp-like experience. Regular summer program curriculum at Quad is already based on developing communication, social, emotional and executive functioning skills while learning and “making” in high interest talent development classes. As a related service provider, you will work alongside these experts to support children either in the classroom, in small pull out groups, or in 1:1 therapy. Additionally, related service providers will have full hands on support from the internship program candidates as they learn what it takes to treat 2e learners in the real world. All related service providers must provide their own malpractice insurance and a valid COI to the program.

### **Qualifications**

- At least 3 years experience as an OT (professional certificate/license holders only)
- Preferred: experience with twice-exceptional learners, gifted learners, or special education population
- Preferred: 1 full year experience in a The Quad Manhattan or The Quad Preparatory School Program
- PLLC or similar practicing professional liability insurance
- Enthusiasm for learning and twice-exceptionality
- Positive, can-do attitude
- Strong problem solving and organizational skills
- Flexibility
- Whimsy

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## Dates & Compensation

- Camp-specific training throughout the Spring (evenings), remotely OR last week in June (hybrid) with required set up times during the final week of June as well.
- Set up dates: June 24-28 (part time only)
- Summer Program dates: July 1-August 9
- Part Time-one to two days per week for appx. 5-8 hours per day.
- There are no days off throughout the six week program to preserve the structure and rigor of programming for our students.
- Paydays are scheduled for the 1st and 15th of each month.
- Hourly rate starts at \$55/hr for direct therapy services only
- Please inquire about specific scheduling requests as accommodations for summer schedules and work days may be made in advance

## Responsibilities

- Attend regular group supervision twice per week with the team.
- Complete all trainings prior to the beginning of the program
- Consult as needed with Camp Director(s), Supervising Psychologist for continuation of psychosocial goals and strategies of all children in each class
- Set up and breakdown therapy activities daily for students who attend school at Quad Prep and possibly community students.
- Prepare and submit a budget of necessary supplies for your services
- Maintain regular session notes & correspondence with parents as necessary
- Participate in mid-summer conferences with parents and team
- Write end of summer summaries for each student within caseload to be included in the end of summer reports by staff and interns
- Review and become familiar with all student paperwork and releases prior to start of programming (yellow cards)
- Adapt, carry over, and prepare goals within your domain for your caseload of students
- Attend all special events (first Friday carnival, last week parade and STIC Olympics closing ceremonies & performances) to support students with presenting summer projects to friends and families
- Communicate with all staff and families via The Quad Manhattan email address



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- Attend all required trainings and any additional trainings of interest related to working with and serving the twice-exceptional population
- Record and report all hours bi-weekly to supervisor
- Maintain clean and safe teaching areas

**Submit Most Recent CV/Resume to:**

Ashley Riviere  
Managing Director, The Quad Manhattan  
[ashley@thequadmanhattan.com](mailto:ashley@thequadmanhattan.com)