

## Overview

North Metro Flex Academy is seeking proposals from qualified Occupational Therapist providers to offer special education services for students with disabilities and or are in initial evaluations. The role of the Occupational Therapist is to further our school's mission to provide a high-quality education that produces students capable of exemplary levels of critical thinking and achievement. The position involves working collaboratively within the Special Education Department and the broader NMFA community to support student development by facilitating the identification, accommodation, and instruction of special education needs.



North Metro Flex Academy is a public charter school that serves grades Kindergarten-8th grade. Our community is committed to producing students capable of exemplary levels of critical thinking and achievement. In our school, we use exceptional curriculum, tools, and teaching to maximize student success in life. Our vision is to prepare a diverse community of elementary and middle school students to be successful in high school, post-secondary and in their chosen vocation through a flexible learning experience that develops analytical, compassionate, disciplined and self-directed learners.

## Scope of Work

The selected vendor will be responsible for providing Occupational Therapy services. The scope of work includes, but is not limited to:

- Screen and or evaluate students who have been referred to occupational therapy in the areas of: fine motor coordination and postural adjustments, perceptual motor control, sensory integration and activities of daily living with emphasis on specific lags, and pathological responses, as related to academic functioning.
- Consult with guides and parents regarding appropriate motor activities, self-help skills, and special equipment/assistive devices.
- Maintain close communication with special education guides, general education guides and parents concerning student performance.
- Maintain accurate and timely records of students evaluated and served for MA billing.
- Participate in team meetings, Individualized Education Plan (IEP) meetings, and periodic reviews to assess programming and reevaluation decisions.
- Work collaboratively with special education and general education guides to schedule services and locations.
- Ensuring students' skills are generalized across settings by collaborating with guides and other related service providers.
- Write IEP goals, track and report on progress in a timely manner.
- Maintain an inventory of materials, assessment materials and supplies.
- Keep abreast of best practices in Occupational Therapy.

## Submission Deadline

Proposals must be submitted by **June 12th, 2026 at 4:00pm**. Late submissions will not be considered. All proposals should be submitted electronically to [info@nmfamn.org](mailto:info@nmfamn.org)

For questions or additional information, please contact the email above.