

# WISEBURN SCHOOL DISTRICT

Job Description  
for

## **Occupational Therapist** (Certificated Employee)

### **Brief Description of the Position**

Under the direction of the Director of Psychological & Child Services or designee to provide direct, indirect and consultation services to special needs students in order to improve functional skills as it relates to educational related activities and access to the core or functional skills curriculum and to develop appropriate coping behaviors through the use of purposeful activity; intervention is provided in the student's academic environment and may include integrated service in the classroom, provider location, observation, monitoring and consultation to the team and parent/guardian.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

Examples of Duties

- Assists in the identification/screening of students at risk due to education, physical/mental limitations
- Assists in the development of the assessment request process and written procedures
- Completes the educationally related or early intervention occupational therapy assessments which includes observation, record review, interview, standard/non- standardized testing procedures in the areas of suspected disability according to specific timelines; prepares and disseminates an assessment report according to specified guidelines
- Participates as a member of the Student Success Team, IEP team, IFSP team or 504 team in determination of appropriate services and interventions on sites within District.
- Develops long and short term goals and objectives with IEP team members relating to OT needs.
- Develops and implements a therapeutic intervention plan designed to enable the student to receive benefit from special education in a group or individual basis in the least restrictive environment
- Maintains proper treatment space with appropriate materials, toys, equipment and other treatment supplies
- Develops appropriate trainings for educational staff, parents, and administrators
- Remains current with educational treatment approaches, methodology and research in the field to foster professional growth and educational related practices
- Performs activities required to plan, develop, implement and evaluate the school occupational therapy program in conjunction with educational administration
- Coordinates student caseload and assignments and collaborates with IEP team members
- Attends SELPA in-services/trainings and committees as requested
- Other duties as assigned

### **Ability To:**

- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with professional direction.
- Establish and maintain cooperative organizational and community relationships.
- Select and requisition books, instructional aids and supplies and maintain required records.
- Identify and diagnose pupil needs, plan an instructional program to help pupils solve health, attitude, and learning problems.

## **EDUCATION AND EXPERIENCE:**

Bachelors Degree

Valid Certificate of Proficiency in Occupational Therapy issued by the American Occupational Therapist Association.

Experience with pediatric population and sensory integration

## **License Requirement:**

Possession of a valid Class C California Driver's License

## **Working Conditions:**

## **Environment:**

**Classroom/playground environment; subject to considerable distraction and constant interruptions, and driving vehicle to conduct work.**

## **Physical Abilities:**

<b>Vision (which may be corrected)</b>	<b>to read small print and maintain records</b>
<b>Hearing (which may be corrected)</b>	<b>to communicate with staff, students, parents</b>
<b>Speech</b>	<b>to communicate with staff, students, parents</b>
<b>Dexterity of hands and fingers</b>	<b>to operate equipment. Hands on tasks with students.</b>
<b>Sitting/standing</b>	<b>for extended periods of time</b>
<b>Strength</b>	<b>to perform required duties to lift or assist challenged/handicapped students with motor needs.</b>

## **Work Year:**

- **11 months / Student calendar days and Summer Session**
- **8 hour Professional Day**

## **Reports to:**

- **Director Psychological & Child Services and/or Site Principal**

Board Approved: May 22, 2007