



Job Description

POSITION CODE: 635
Classified Group: CSEA
Salary Range: 67
Work Days: 206
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POSITION TITLE: Occupational Therapist

DEFINITION: Provides occupational therapy services, to identified students, to assist—in acquiring the physical functional performance skills needed to participate in and benefit from educational programs and function independently; oversees Occupational Therapy services as defined by the California State Occupational Therapy Scope of Practice.

DIRECTLY RESPONSIBLE TO: Program Manager or Designee

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

1. Evaluate student performance in a variety of areas including fine motor tasks, sensory impairments, perceptual motor skills, self-care, posture and movement, and need for adaptive services using a variety of evaluation and assessment procedures and methods, including standardized and/or criterion-referenced measures, interviews, questionnaires and rating scales, skilled clinical observations, and review of records.
2. Presents evaluation findings to Individualized Education Plan (IEP) teams and recommends services.
3. Designs treatment programs aimed at improving the above areas of function, as they relate to a student's educational needs.
4. Develops goals and objectives as part of the student IEP and provides direct and/or consultative therapy services in order to meet those education goals.
5. Provides in-service and training for instructional staff and parents.
6. Orders specialized equipment for student use, as appropriate.
7. Makes adaptations for equipment and instructional/communication materials, as appropriate.
8. Coordination of collateral and rehabilitation services for students and families.
9. Responsible for case management for student as it pertains to occupational therapy.
10. Acts as a liaison between students, families, school personnel, and community agencies.
11. Researches resources and methods for the purpose of determining the appropriate approach for addressing the functional goals of students (i.e. intervention and treatment techniques, assessment tools and methods, community resources, etc.).
12. Attends program related meetings, training, and workshops.
13. May serve on various related committees.
14. Participates in inter- and intra- agency planning and staff meetings related to students
15. Provides referrals to appropriate in-district and community resources.
16. Maintains appropriate student assessment, evaluation, and education records.
17. Completes and submits a variety of forms, evaluations, and program reports.
18. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Minimum of a Bachelor's Degree in Occupational Therapy from an accredited college or university required.

Licenses and Certifications:

- Valid license as a Certified Occupational Therapist issued by the California Board of Occupational Therapy
- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license.

Knowledge, Skills and Abilities:

- Knowledge of laws, rules and regulations applicable to providing occupational therapy services
- Knowledge of occupational therapy principles and practices
- Knowledge of community agencies and referral resources
- Knowledge and skill in use of computers and assorted software programs
- Ability to work effectively with all levels of district staff, parents, health care professionals, and other health care agencies
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to read, interpret, and explain policies, programs, and reports
- Ability to understand and follow verbal and written instruction
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to determine appropriate methods based upon interpretation and application of established guidelines to accomplish goals
- Ability to prioritize and meet deadlines
- Ability to formulate and implement educational plans as it pertains to occupational therapy
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to plan, provide feedback, and assess program effectiveness
- Ability to compile program reports
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office, classroom, motor-room, and outdoor environment
- Moderate noise
- Drive a vehicle to conduct work
- Continuous contact with students and staff

Typical Physical Characteristics:

- Move about school, facilities, and student home facilities to conduct work, including kneeling, stooping and remaining in a stationary position for long periods of time
- Communicate to exchange information in person, in small groups, on the telephone
- Inspect documents and other written materials with fine print

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- Transport or move students, therapy equipment, and other objects such as wheelchairs and mobility equipment
- Operate office equipment requiring repetitive hand movement and fine coordination

Hazards:

- Work near moving mechanical parts
- Exposure to students who could possibly exhibit aggressive behaviors

Other Characteristics:

- Willingness and ability to work evenings

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 9/12/2017
Adopted: 6/29/2004
Revised: 8/31/2017