

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

OCCUPATIONAL THERAPIST

DEFINITION:

Under the direction of the Assigned Supervisor, the Occupational Therapist will provide occupational services including training in motor skills, sensory motor integration and activities of daily living for identified student; and performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Assigned Supervisor

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assesses students' fine and gross motor abilities, sensory processing status, movement, posture, and tone as related to participation in educational programs.
- Provides therapy-oriented intervention in natural settings.
- Consults and demonstrates with families, teachers, and support staff regarding therapy interventions.
- Provides recommendations to other team members that serve the students' overall educational needs.
- Writes quarterly progress reports on therapy programs.
- Reviews student assessments and coordinates occupational therapy services for students.
- Communicates results of evaluations and reports of occupational therapy services to the educational staff, parents and other professionals and agencies concerned with the students.
- Acts as a resource to school personnel in interpreting occupational therapy services.
- Re-evaluates students' individual occupational therapy plans on a regular basis.
- Plans and develops therapeutic intervention goals that are educationally relevant and will be used in students' education programs.
- Provides reports for use in Individualized Educational Plan (IEP) team, assists in developing IEPs, and attends IEP meetings as necessary; maintains progress notes on student records.
- Facilitates in-service education and professional development for related service/occupational therapy staff.
- Monitors the occupational therapy program goals by teaching other staff who are involved with the implementation of the intervention procedures.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- Graduate of an accredited University program of Occupational Therapy.
- Licensed by the California Board of Occupational Therapy

Knowledge of:

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- Specific disabilities, skills and movement concepts related to various activities.
- IEP policies and procedures.
- Basic instructional methods and techniques.
- Child development principles and practices related to students with special education needs.
- Develop educationally relevant goals and objectives.
- Non-violent crisis intervention.

Skills and Abilities:

- Maintain a safe and orderly treatment area.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.
- Conduct assessments of students to determine need for occupational therapy.
- Establishes a system of documentation that is professional, efficient, and accountable and that conforms to state and individual agency policy.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Communicate effectively in both oral and written form; read, understand, and follow instructions.
- Facilitate in-service training and participate in assessments and reporting.
- Provide consultation regarding student needs, professional needs, and system needs in order for the student to achieve their goals and objectives.
- Provide assessments at intervals determined to be educationally relevant and communicate the needs of students.
- Develop specific goals and plans to prioritize, organize, and accomplish assigned work.
- Work independently and make decisions within the framework of established guidelines.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing while using a step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to use physical supports and assistive technology.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

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Work Environment:

Employees in this position will be required to work in an office and/or multiple school sites with regular interruptions and participate in small and large group meetings. This is an itinerant position and employees must be self-sufficient with regards to travel between school sites to provide services.

Licenses and Certificates:

- Valid California Class C Driver's License with proof of automobile liability insurance.
- Valid California Occupational Therapist License
- Crisis Prevention Intervention (CPI) or equivalent Certificate
- First Aid and CPR Certificate

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: L

Approval Date: September 17, 2025